

# Backoffice setting



**POSBANK®**

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## LOGIN

### Start BACKOFFICE

#### 1. Login Screen



[Login screen]

Operate the program by clicking Utong Backoffice icon on your desktop. When BackOffice login window appears, enter your user code and user passwords, and click **LOGIN**.

#### 2. Connection Setting



[Menu for connection setting]

1. SQL Server: Connect directly to DB.
2. Web Service: Connect to DB using middleware. You may select one of the two connection methods above in order to connect to DB.



## **BASIC INFORMATION**

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## Basic Information

### 1. Store

#### 1.1 Basic Information

[Menu for managing basic store information]

#### 1.2 Additional Information

[Menu for managing a store's additional information.]

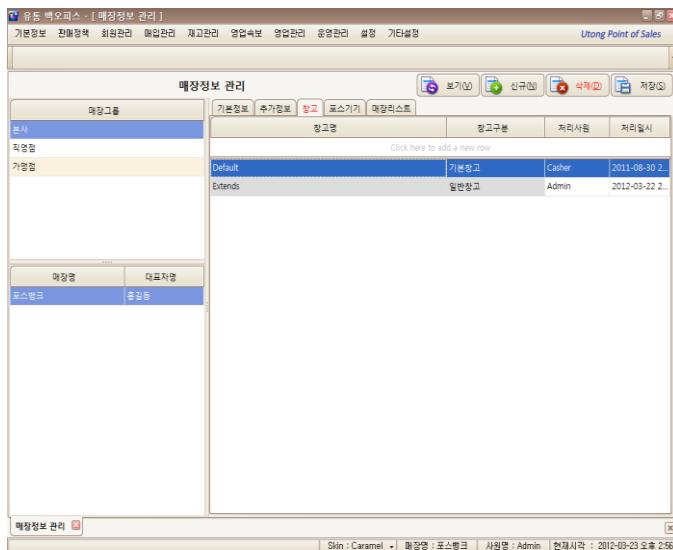
- 1) Store Group: Select a store group that has been registered.
- 2) Store Name: Enter a store name.
- 3) Name of CEO: Enter the name of a store's CEO.
- 4) Business number: Enter a store's business number.
- 5) Category: Enter a store's sales category.
- 6) Sector: Enter a store's sales sector.
- 7) Zip code: Enter a store's zip code.
- 8) Primary address: Enter a store's primary address.
- 9) Additional address: Enter a store's additional address.
- 10) Phone: Enter a store's phone number
- 11) Fax : Enter a store's fax number

- 1) Sales Contract: Select among Recent Price, Price Level, and Disable.
- 2) Guaranteed Amount: Enter a guaranteed amount.
- 3) Credit Limit: Enter a credit limit.
- 4) Bank Name: Enter a name of a bank.
- 5) Account number: Enter an account number of a bank.
- 6) Shipping code: Enter a shipping code.
- 7) Shipping order: Enter a shipping order.
- 8) Manager: Select a manager from employees registered on Manage Employee Information.
- 9) Cash drawer password: Enter a cash drawer password.
- 10) Integrated Code: Enter a store's integrated code.

## Basic Information

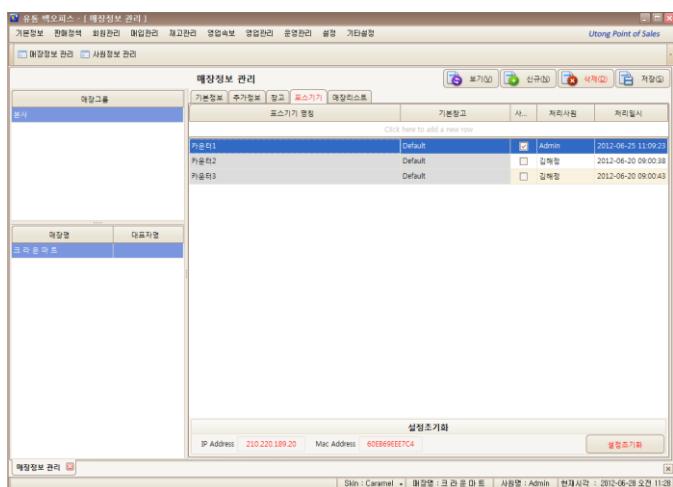
### 1. Store Information

#### 1.3 Warehouse



Menu that helps to manage a store's warehouse.

#### 1.4 POS device

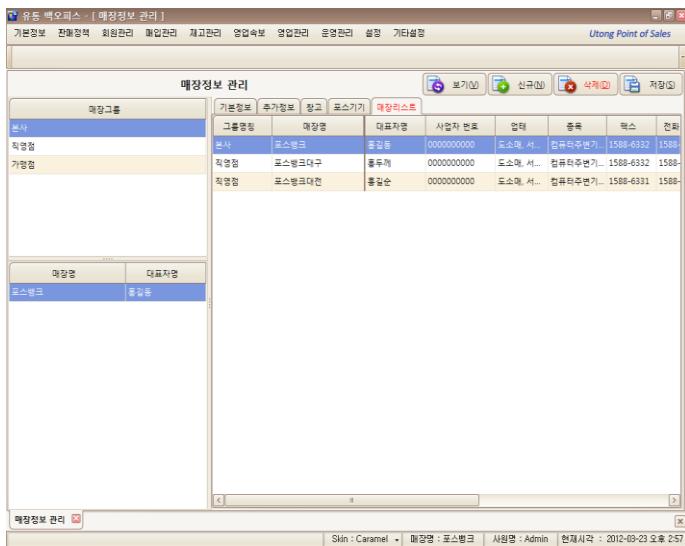


Menu that helps to manage a store's POS device.

## Basic Information

### 1. Store Information

#### 1.5 Store List



Menu that helps to check the store list of a store.

Menu that displays a store's basic information that belongs to the store group.

1. If you select a grid of a store, it will lead you to the basic information screen.

## Basic Information

### 2. Employee

#### 2.1 Basic Information

Menu that helps you to manage an employee's basic information.

- 1) Store Name: Name of a store that an employee belongs to.
- 2) Employee group: Select a group of an employee.
- 3) Position: Select an employee's position.
- 4) Name of employee: Enter a name of an employee.
- 5) Employee card: Enter an employee's card number.
- 6) Status: Select if an employee is "In position", "resignation", or "leave of absence".
- 7) Zip code: Enter an employee's zipcode.
- 8) Primary address: Enter an employee's primary address.
- 9) Additional address: Enter an employee's additional address.
- 10) Phone: Enter an employee's phone number.
- 11) Cell phone: Enter an employee's cell phone number.
- 12) Language: Select a language an employee will use on POS.

#### 2.2 Additional Information

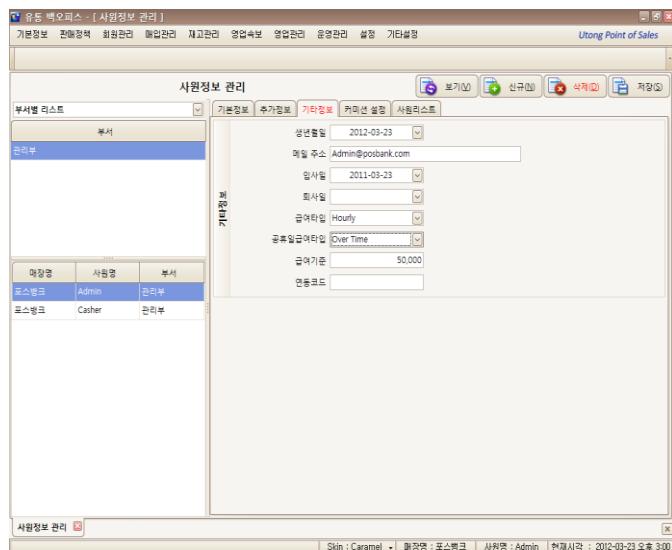
Menu for managing an employee's additional information.

- 1) Sales Contract: Select among Recent Price, Price Level, and Disable.
- 2) Guaranteed Amount: Enter a guaranteed amount.
- 3) Credit Limit: Enter a credit limit.
- 4) Bank Name: Enter a name of a bank.
- 5) Account number: Enter an account number of a bank.
- 6) Security level: Select if an employee will use or not.
- 7) ID: Enter the ID used for Login.
- 8) Password: Enter the password for Login.
- 9) Password Changed Date: Enter the date a password was changed.
- 10) Login date: Enter the most recent login date.
- 11) POS Screen Type: Select the POS screen type.
- 12) POS Screen Layout: Select the layout for POS screen.
- 13) Announcements: Write announcements an employee needs to see after login.

## Basic Information

### 2. Employee

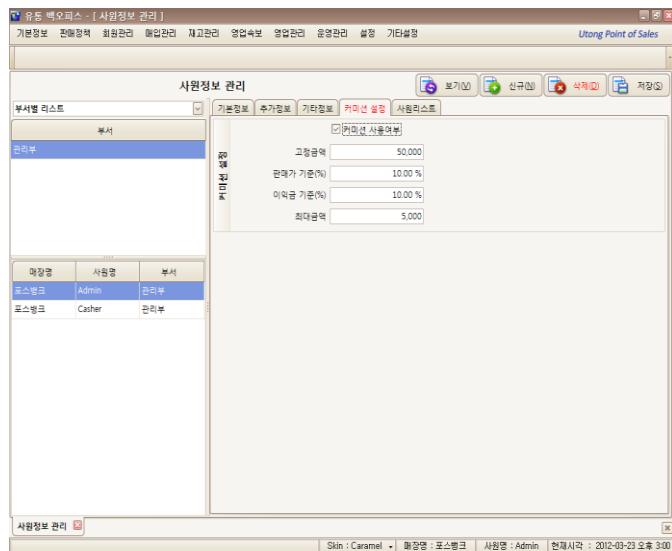
#### 2.3 Other Information



Menu for managing an employee's other information.

- 1) Date of Birth: Enter an employee's date of birth.
- 2) E-mail address: Enter an employee's e-mail address.
- 3) Date of Hire: Enter an employee's date of hire.
- 4) Date of Resignation: Enter an employee's date of resignation.
- 5) Pay Type: Select an employee's pay type from Hourly, Monthly, or Daily.
- 6) Holiday Pay Type: Select if Over Time.
- 7) Pay Rate: Salary is based on the settled salary type.

#### 2.4 Commission



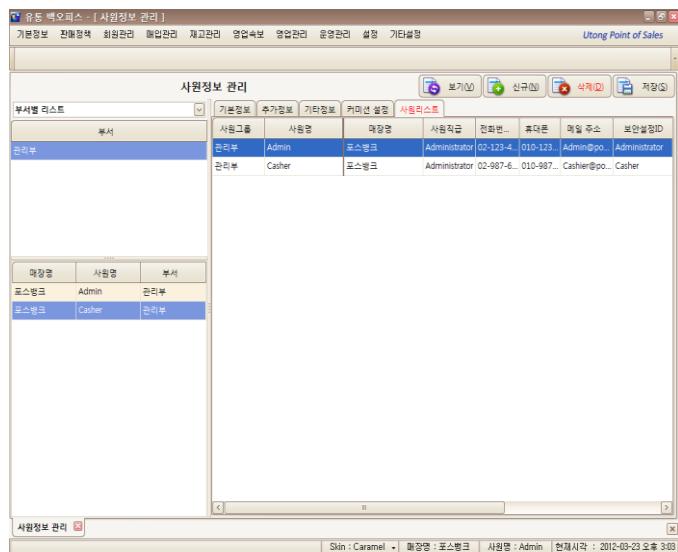
Menu for managing store's commission.

- 1) Use Commission: Select if you will use commission or not.
- 2) Fixed Amount: Set up a fixed amount for commission.
- 3) By Price (%): Enter commission based on sales price (%).
- 4) By Margin (%): Enter commission based on margin (%).
- 5) Maximum amount: Set up a maximum amount of commission.

## Basic Information

### 2. Employee

#### 2.5 Employee List



Menu for managing store's employee list.

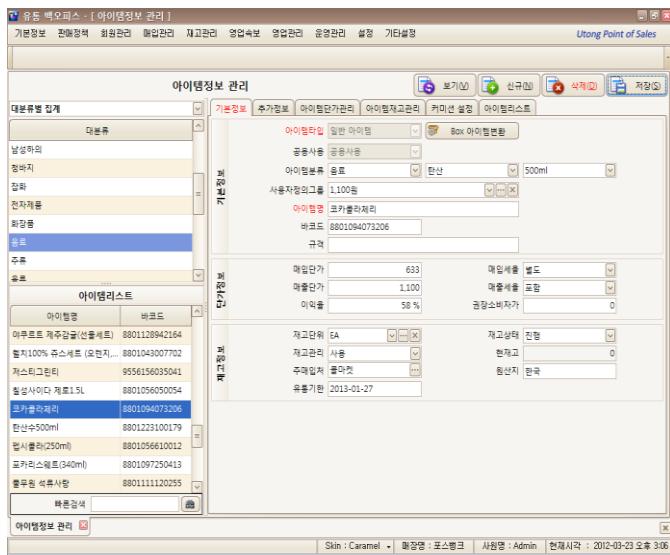
Select if you want to research registered employee's position (employee name, position, security settings, processing date).

1. Selecting the Employee List tab will lead you to the basic information screen.

## Basic Information

### 3. Item

#### 3.1.1 Basic Information



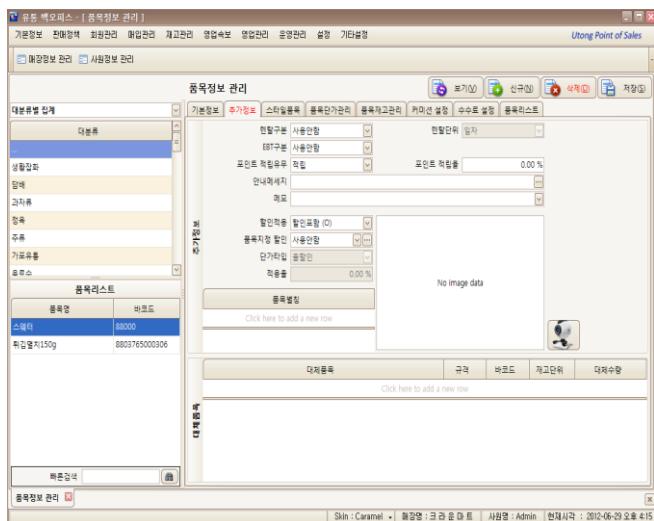
Menu for managing basic information of an item.  
(Main Category, Count Item Type, Total by Supplier)

- 1) Item Type: Select from General item, Serial item, Bundle item, BOX item, Style item, Weight items
- 2) Public Use: Select between public use and individual use.
- 3) Item Category: Select an item's category. (Main/Middle/Sub)
- 4) User Defined Group: Enter the group a user wants to define.
- 5) Item Name: Enter the name of item that you want to create.
- 6) Barcode: Enter an item's barcode.
- 7) Specification: Enter an item's specification.
- 8) Unit Price: Enter an item's unit price.
- 9) Cost Tax: Select if an item was duty-free, tax-included, or tax-exempt when purchased.
- 10) Profit Margin: Enter item's profit margin in percentage.
- 11) Sales tax rate: Select if an item was duty-free, tax-included, or tax-exempt when you will sell.
- 12) Sales Price: Enter an item's sales price.
- 13) MSRP: Enter an item's MSRP.
- 14) Inventory Unit: Select an item's inventory unit.
- 15) Inventory Status: Select if an item's status is "In Stock", "Out of Stock", or "Discontinued".
- 16) Inventory Control: Select if you will use Inventory Control or not.
- 17) Inventory on Hand: Search the inventory on hand.
- 18) Main Supplier: Select a main supplier by clicking the icon on the right side.
- 19) Origin: Enter an item's origin.
- 20) Expiration Date: Enter an item's expiration date.

## Basic Information

### 3. Item

#### 3.1.2 Additional Information



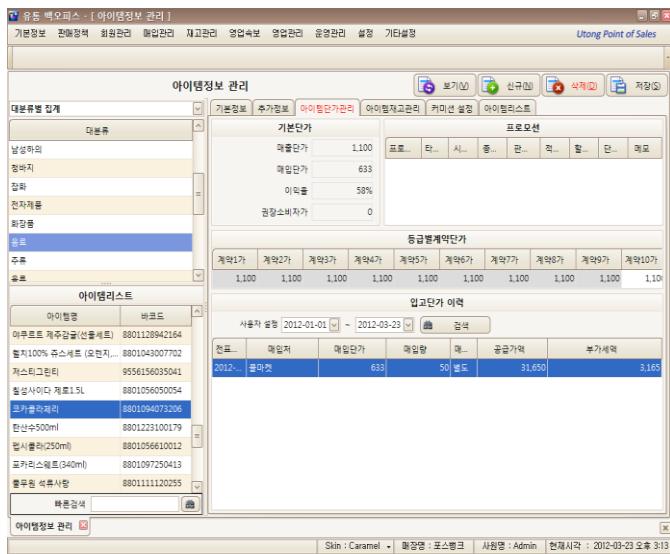
Menu for managing an item's additional information.

- 1) Rental Type: Select whether or not rental sale will be enabled.
- 2) Rental Unit: Select the rental based on time and date.
- 3) EBT: Select EBT.
- 4) Saving Points: Select if you will save points.
- 5) Points Earning: Enter the points earning in percentage.
- 6) Announcement: Announcement that will display during sales.
- 7) Discount: Select if discount will be enabled.
- 8) Item Defined Discount: Select if item defined discount will be enabled.
- 9) Price Type: Select the Price Type from 'Event Discount' and 'Set Amount'.
- 10) Value/Amount: Enter Value in percentage or actual amount for Amount.
- 11) Alias: Enter an item's alias.
- 12) Substitutes: Enter substitutes and manage.

## Basic Information

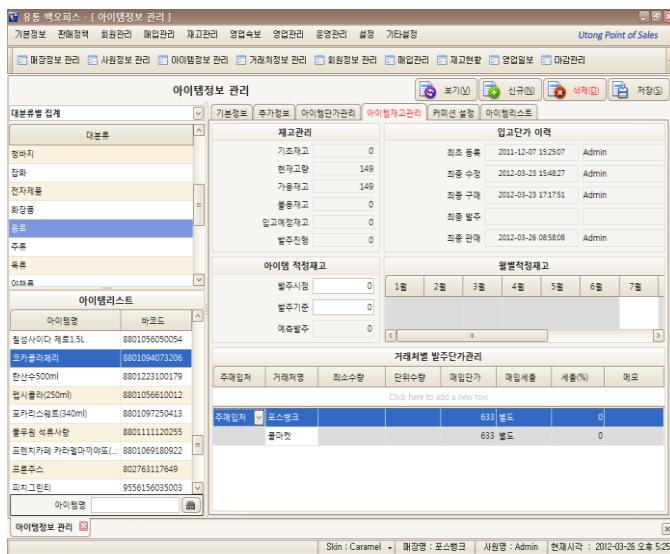
### 3. Item

#### 3.1.3 Item's Unit Price



Menu for managing an item's unit price.

#### 3.1.4 Inventory Control



Menu for managing an item's inventory control.

- 1) Unit Price: Search sales price, cost, profit margin, and MSRP.
- 2) Promotion: Search the selected item's promotion information.
- 3) Item Price Mgmt. by Level: Apply item price managed by level.
- 4) Cost History: Search an item's cost history.

- 1) Inventory: Search an item's beginning inventory, inventory on hand, etc.

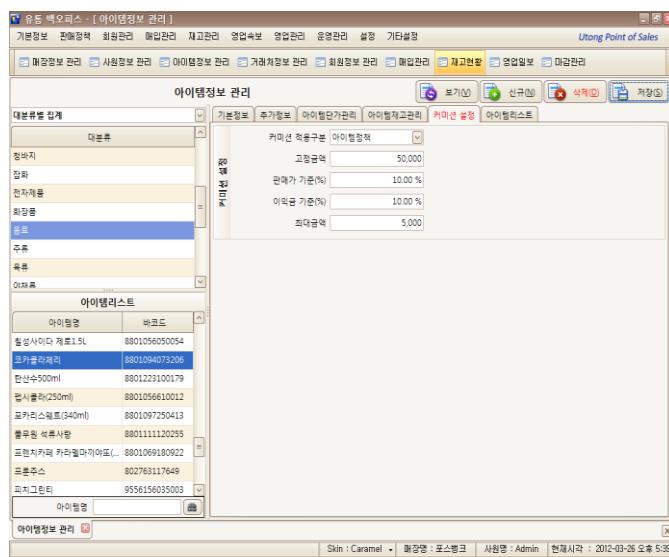
##### 2) Item's optimal inventory:

- Reorder point: minimum amount for purchasing an order.
  - Reorder level: Optimal inventory amount.
  - Estimated PO O'ty: Amounts based on automatic purchase orders.
- 3) Cost history: Search unit price depending on receiving, purchasing, or point of sale.
  - 4) Monthly optimal inventory: Enter an item's monthly optimal inventory.
  - 5) Unit price by supplier: Manage unit prices by supplier.

## Basic Information

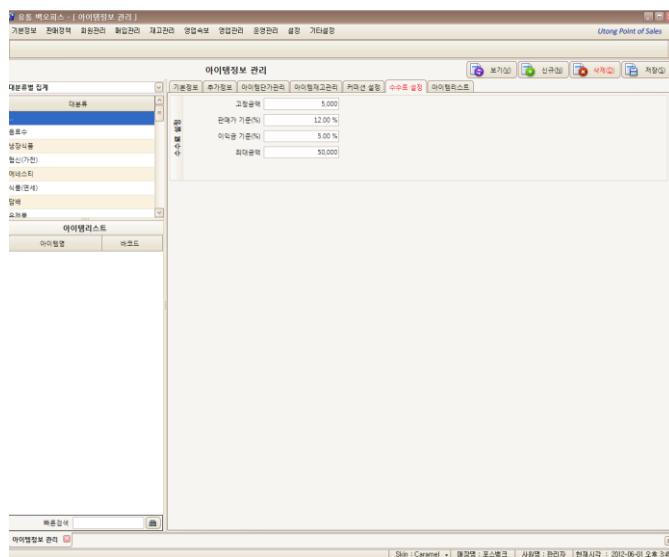
### 3. Item

#### 3.1.5 Commission



Menu for managing an item's commission.

#### 3.1.6 Fees



Menu for managing item fees.

- 1) Commission Use: Select if you will use commission or not.
- 2) Set amount: Enter a set amount.
- 3) By Price (%): Enter commission that will occur by sales price.
- 4) By Margin(%): Enter commission that will occur by margin.
- 5) Maximum Amount: Enter the maximum amount of commission.

- 1) Set Amount: Enter a set amount for fees.

- 2) By sales price (%): Enter how much fee in percentage will occur when calculated by sales price.

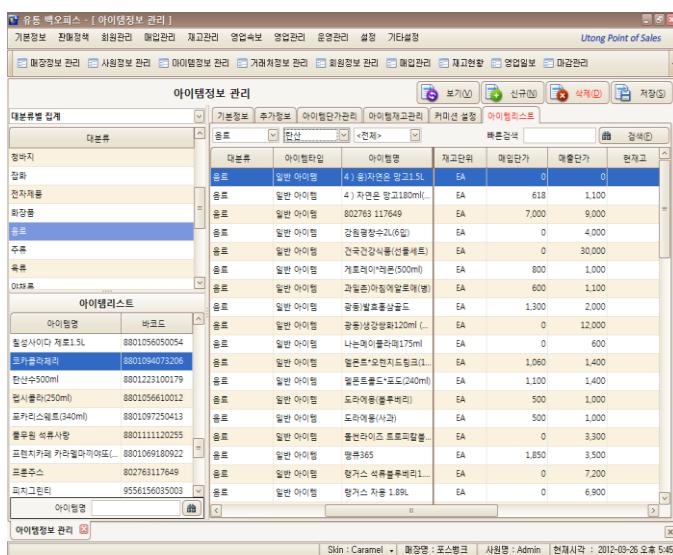
- 3) By margin (%): Enter how much fee in percentage will occur when calculated by margin.

- 4) Maximum amount: Enter the maximum amount of fees.

## Basic information

### 3. Item

### 3.1.7 Item List



## Menu for checking information for item list.

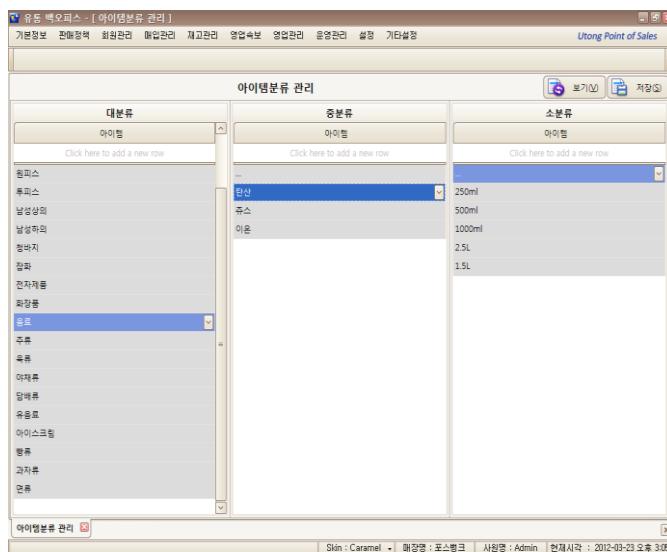
## Menu for searching registered items.

- Select category and Quick Search, and click **Search**.

## Basic Information

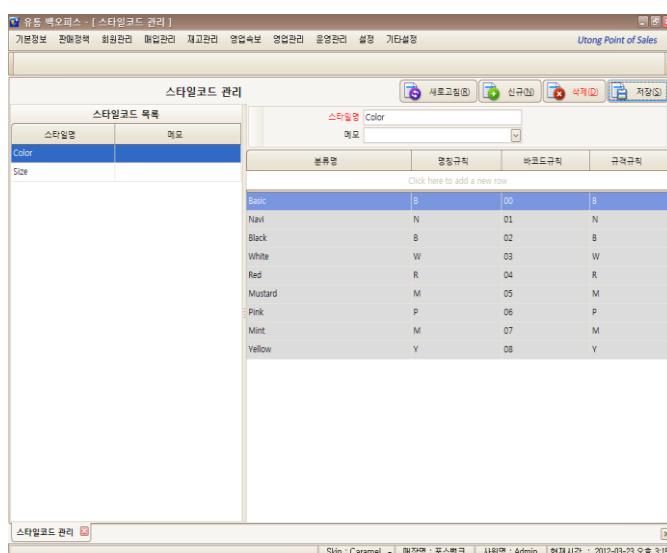
### 3. Item

#### 3.2 Item Category



Menu for managing Item Category.

#### 3.3 Style Code



Menu for managing Style Code.

This is the menu used for managing an item's category.

1. Search and select category by Main, Middle, and Sub category.
2. You may create a new category by typing in 'Click here to add a new row'

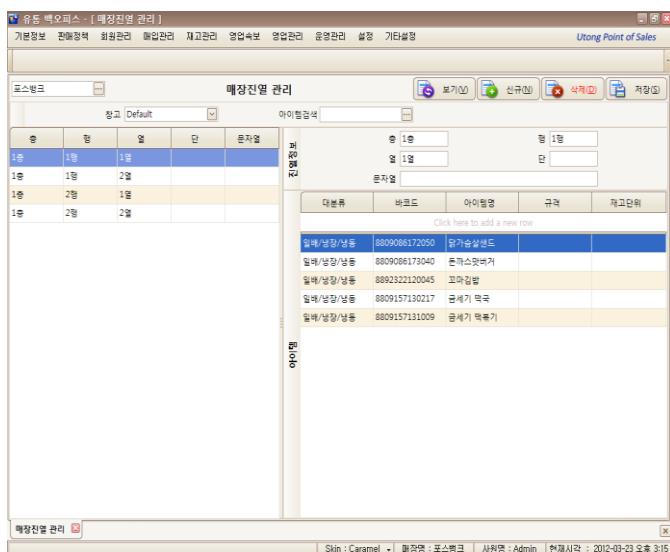
This is the menu that manages style code applying to an item.

1. Create a style code and manage. EX) Size / Color
2. Written style codes are applied to items for use.

## Basic Information

### 3. Item

#### 3.4 Store Display

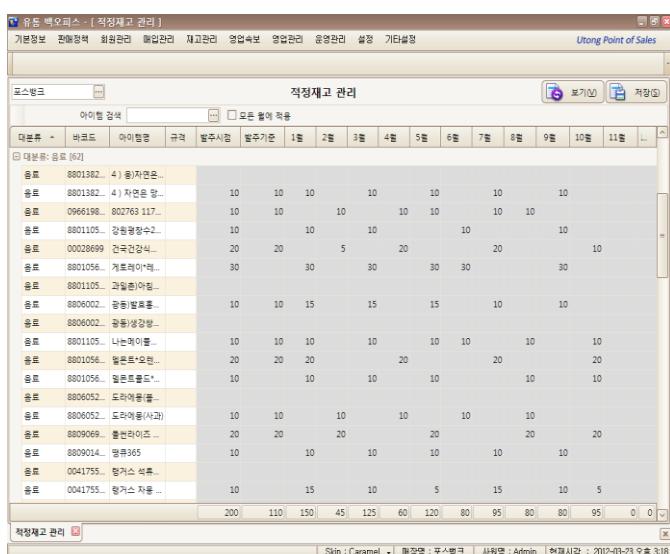


Menu for managing store display.

This is the menu that helps you to manage the store display for an item.

1. Manage the display location of items using floor/row/column/string

#### 3.5 Optimal Inventory



Menu for managing optimal inventory by item.

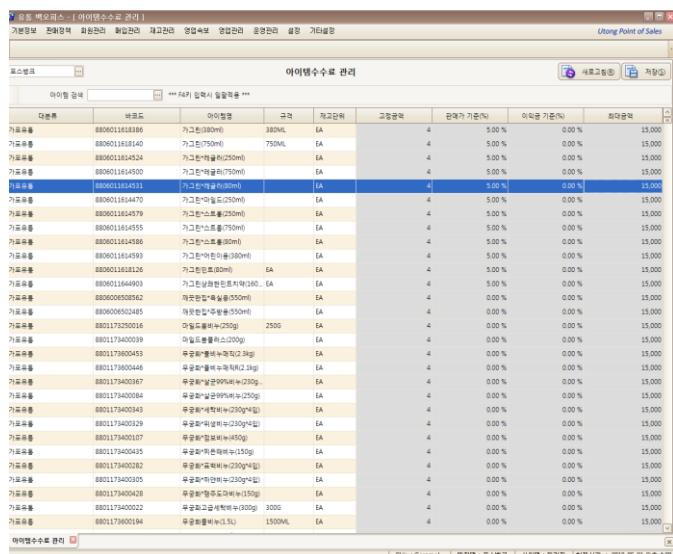
This is the menu you can check and enter optimal inventory of an item.

1. Select an item, and click 'View' on the right upper side.
2. Enter optimal inventory from January to December based on Reorder Point and Reorder Level, and save.

## Basic Information

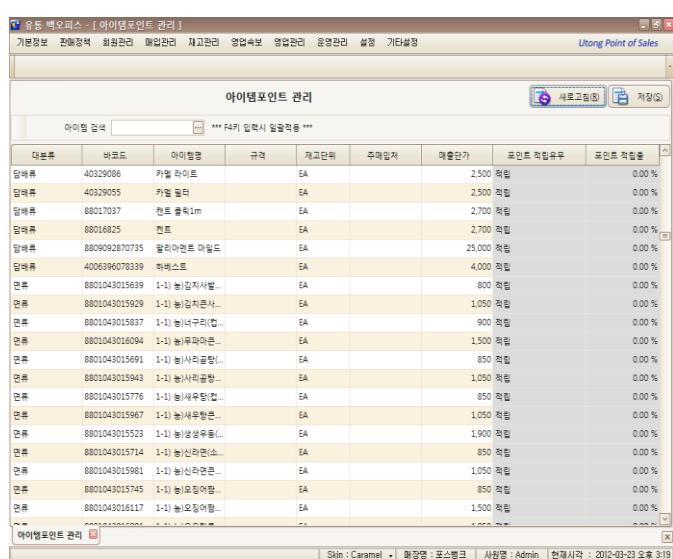
### 3. Item

#### 3.6 Manage Item Fees



Menu for managing item fees.

#### 3.7 Item Points



The menu for managing accumulation for item points.

This is the menu used for managing item fees.

1. Search an item, and manage item fees creating fixed amount/ By price/ By margin/ maximum amount.

This is the menu for managing item points that will be given to customers.

1. Search an item, and manage item points.

## Basic Information

### 3. Item

#### 3.8 Delete Item Information

The menu for deleting items.

This is the menu that user may search and delete an item.

1. Search an item, select and delete it.
2. You may change a deleted item after you search an item by item information/list/deleted data.

#### 3.9 Barcode list

The menu used to output a barcode of an item.

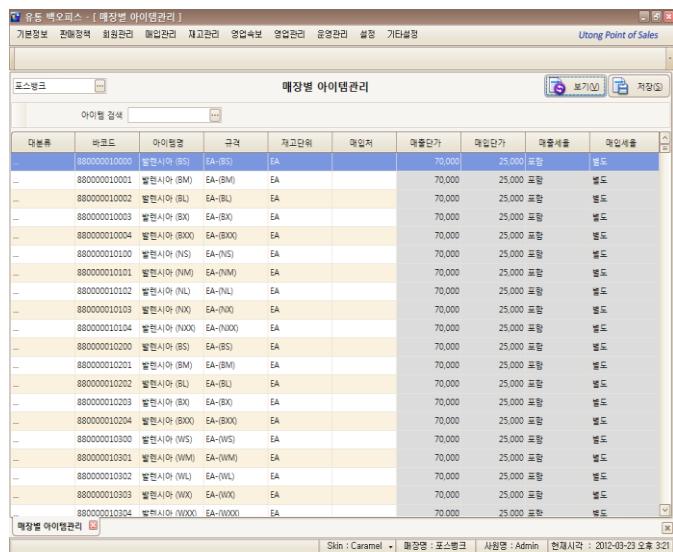
This is the menu user can search and output of a barcode of an item.

1. You may print out after you finish setting type/printer/page.
2. Click **Field Name**, and copy on xml file in "C:\Program Files\UTong\BarcodeType" to add or modify.

## Basic Information

## 4. Unit Price

## 4.1 Item Management By Store



## Menu for managing Item Management by each store.

## 4.2 Item Price Management By Level



Menu for managing Item Price Management by each level.

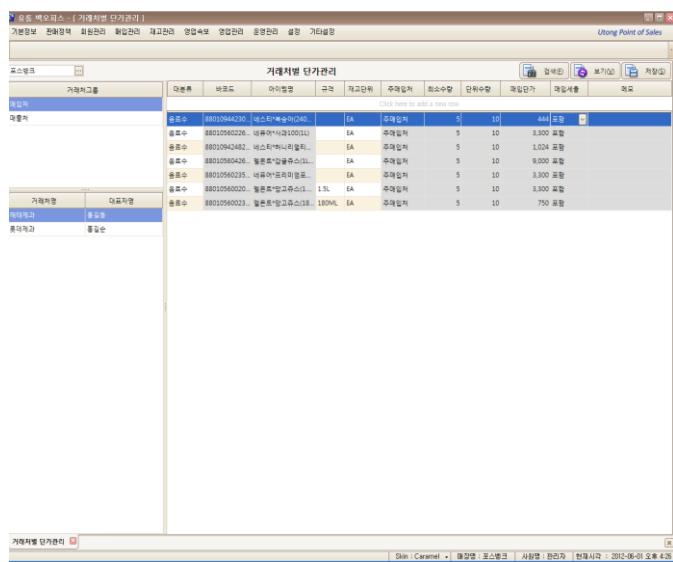
This is menu for managing Item Management by each store.

1. Select an item to manage sales price, cost, sales tax, and cost tax information.

## Basic Information

### 4. Unit Price

#### 4.3 PO price by Supplier



Menu for managing PO price by supplier.

This is the menu for managing PO price by supplier.

1. Search products and save by ordering required quantity unit price, and tax rate.

## Basic Information

### 5. Supplier

#### 5.1 Basic Information

This screenshot shows the 'Basic Information' registration screen for a supplier. The interface is in Korean. The main form contains fields for basic contact information, including a company name (포스뱅크), address (동길동), and various phone numbers (153-779, 807, 1588-6335). It also includes sections for bank accounts and payment terms, such as account numbers (최근가 계약17), bank names (보통금 500,000), and account details (계좌번호 123-45-67890). The left sidebar shows navigation links for 'Customer Group', 'Customer', 'Contact', and 'Contract'.

Menu for managing basic supplier information.

#### 5.2 Additional Information

This screenshot shows the 'Additional Information' search screen for a supplier. The interface is in Korean. The main form contains fields for bank accounts and payment terms, including account numbers (최근가 계약17), bank names (보통금 500,000), and account details (계좌번호 123-45-67890). It also includes sections for contact information, such as phone numbers (153-779, 807, 1588-6335) and email addresses (hongildong@posbank.co.kr). The left sidebar shows navigation links for 'Customer Group', 'Customer', 'Contact', and 'Contract'.

Menu for searching additional supplier information.

Related stores and accounts (purchase / sales)

To manage the registration screen.

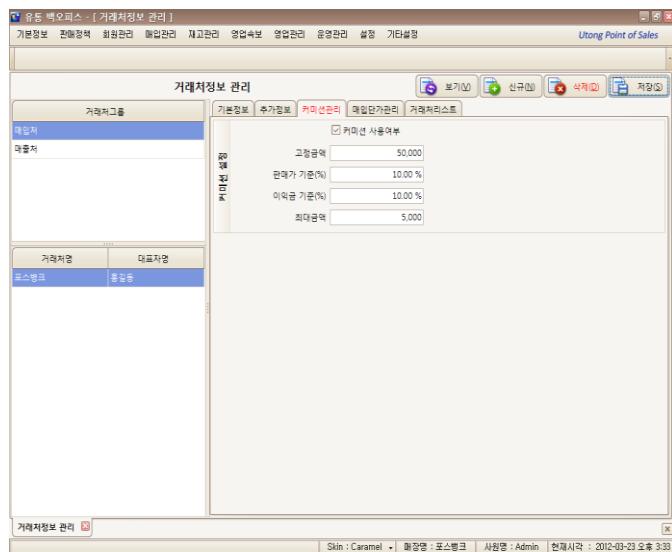
1) Customer Group / Customer / Contact, etc.

- 1) Customer and purchase / sales contracts, manage information required for registration.
- 2) Logistics and customers are required to administer registration and other information for management.
- 3) Interworking code: Registration code used outside.

## Basic Information

### 5. Supplier

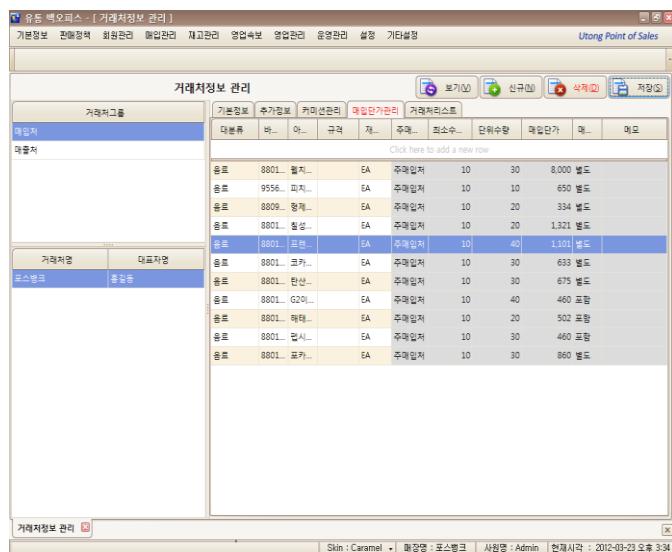
#### 5.3 Commission



Menu for managing commission.

- 1) Manage commission for suppliers which contracts are made based on commission.

#### 5.4 Cost



Menu for managing costs.

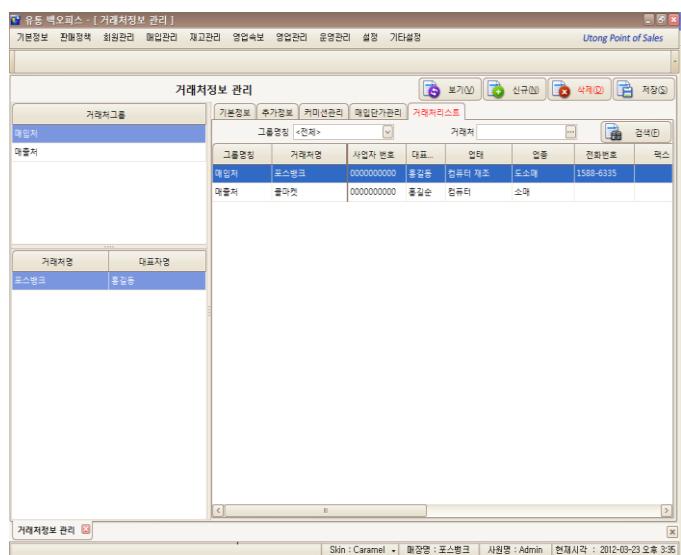
Manage required cost, minimum quantity, and unit quantities of items from suppliers.

- 1) New Deal items registered on the 'Click here to add a new row' management, and the existing registered products.

## Basic Information

### 5. Supplier

#### 5.5 Supplier List



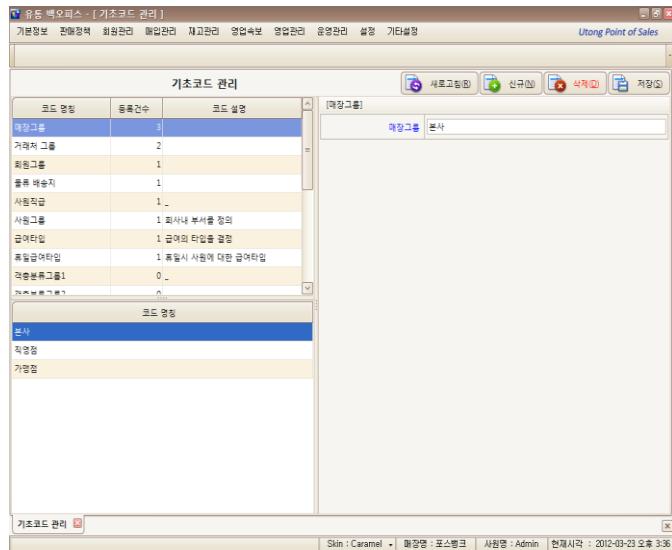
Menu for searching supplier's basic information.

Menu for searching suppliers registered in the program.

## Basic Information

### 6. Other Management

#### 6.1 Basic Code



Menu for managing basic code.

Menu for managing various basic codes used for BackOffice and POS.

1. Select a code name on the upper left side.
2. Select a code name on the lower left side.
3. Save after entering in the blank on the right.

Group code is not possible to add or change, because it is operated by system.

#### 6.2 Account Title



Menu for entering and searching account title Information.

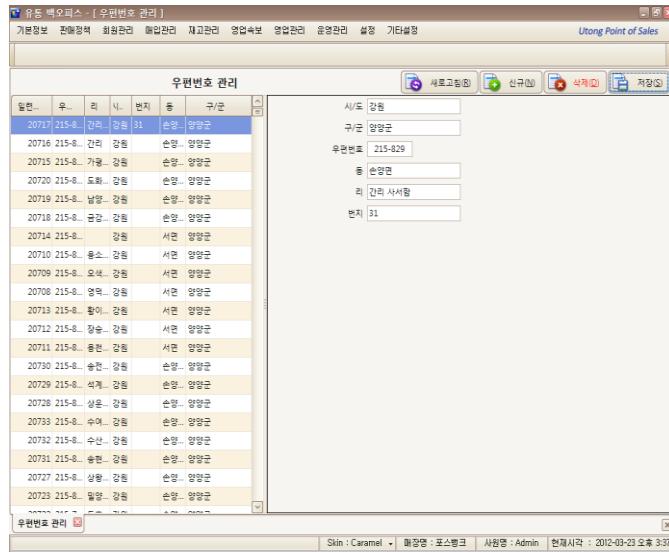
This is the menu for entering and searching account title Information, which is used for purchase, sales, and accounting.

1. Select a name of tile on the left side.
2. Enter and change information on the right and save.

## Basic Information

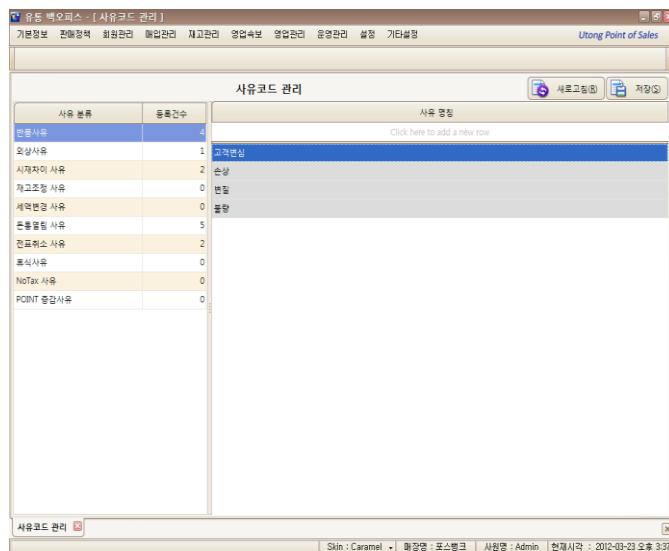
### 6. Other Management

#### 6.3 zip code



Menu for managing zip code.

#### 6.4 Reason Code



Menu for managing Reason code.

This is the menu for searching and managing zip code.

1. Select a zipcode on the left, make change and save.
2. Click the [New] button, and add a zip code

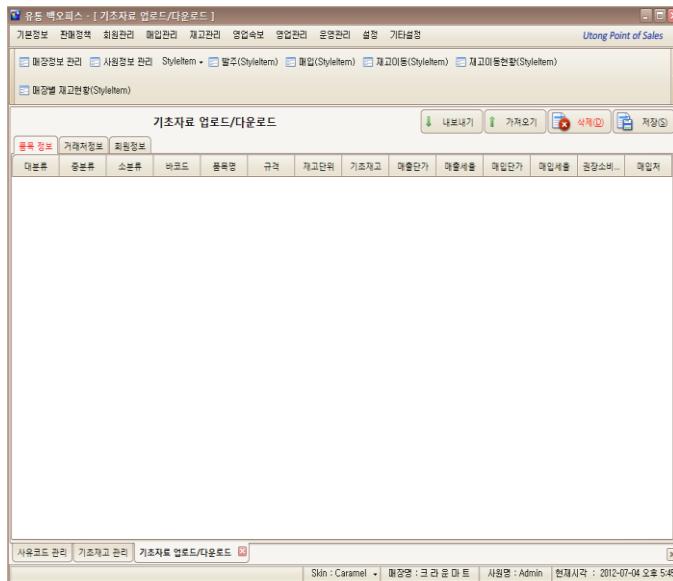
Select when you search a Reason code. Reason category is created and managed in the basic code.

1. Write a reason in the reason name and save. Use when operating a program.

## Basic Information

### 6. Other Management

#### 6.5 Up/Download / Basic /Information



Menu for up/downloading basic information.

#### 6.6 Deleted data restoration



This is a menu for Up/Downloading Basic store Information in type which POPs Utong can manage.

1. [export]: Download Information/supplier/customerInformation/customer Information
2. [import] Upload an excel file on POPs Utong that you make.

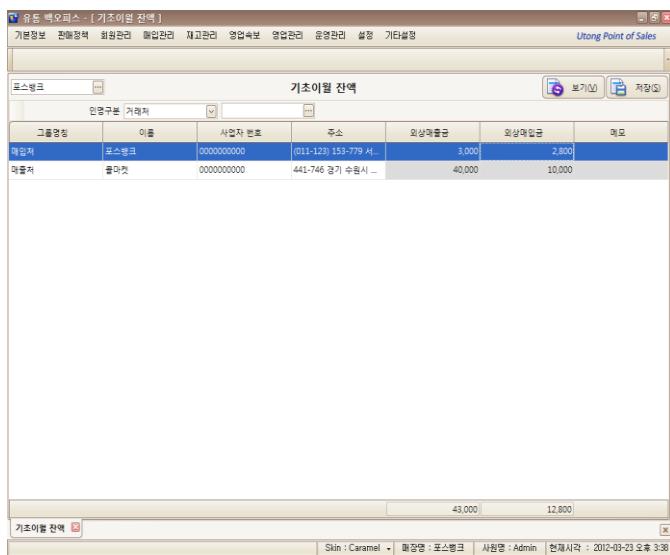
Deleted basic informations (items, accounts, Members) are reused.

1. [search]: selected tap [item/account/membership] are searched.
2. [Restore]: Deleted basic informations are restored.

## Basic Information

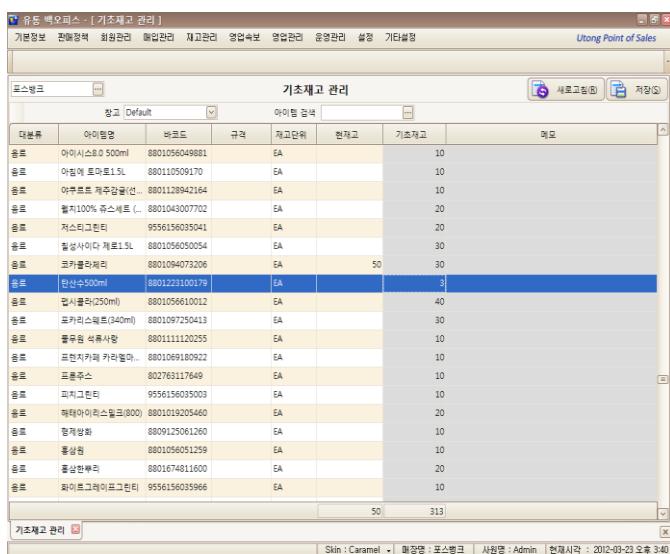
### 7. Basic Control

#### 7.1 Carryover



Menu for managing carryover balance. (Sales on credit/purchase amount.)

#### 7.2 Beginning Qty



Menu for managing beginning Qty.

This is the Menu for managing carryover balance for customer/supplier/customer/employee (Sales on credit/purchase amount.)

1. Personal Type: Select (customer, supplier/customer, or employee) and click 'refresh'.
2. Create Sales on credit/purchase amount for the selected Personal type, and save.

1. Menu for managing beginning Qty. Select a warehouse or item, and click the 'refresh' button.
2. Enter Beginning Inventory and memo. Click Save.



## STORE POLICY

---

## Store Policy

### 1. Item Defined D/C

#### 1.1 Item Defined D/C

아이템명	코드	규격	재고	판매	적용	단가타입	적용간
종량제 상용용 20L(10kg)	21200087	EA	3,500		<input type="checkbox"/>	출판인	
종상한부리	8801674811800	EA	35,000		<input type="checkbox"/>	출판인	
종량제 상용용20L	212100027	EA	360		<input type="checkbox"/>	출판인	
종량제 상용용20L	212100009	EA	360		<input type="checkbox"/>	출판인	
풀무원시조각수부(854g)	880114121580	EA	3,600		<input type="checkbox"/>	출판인	
종량제 상용용10L(20L)	212100008	EA	3,600		<input type="checkbox"/>	출판인	
종량제 상용용10L(20L)	212100026	EA	3,600		<input type="checkbox"/>	출판인	
종량제 음식물10L(20L)	212100006	EA	3,600		<input type="checkbox"/>	출판인	
종량제 음식물10L(20L)	212100024	EA	3,600		<input type="checkbox"/>	출판인	
종량제 음식물120L	212100080	EA	3,600		<input type="checkbox"/>	출판인	
종량제 음식물120L(果昔)	212100081	EA	36,000		<input type="checkbox"/>	출판인	
신여주(마종양인드레이750ml)	8805520200488	EA	36,500		<input type="checkbox"/>	출판인	
벤타글리에티풀기	8800105000990	EA	3,900		<input type="checkbox"/>	출판인	
아침식 토마토1.5L	880110509170	EA	3,900		<input type="checkbox"/>	출판인	
스니커즈 신	8804973131349	EA	400		<input type="checkbox"/>	출판인	
양지맛단우지	8809148470025	EA	400		<input type="checkbox"/>	출판인	
종량제 음식물20L	212100069	EA	400		<input type="checkbox"/>	출판인	
2-2) 오아켓오 조크플래시미니스틱4000	8801117443801	EA	4,000		<input type="checkbox"/>	출판인	
하레스토	4006396078339	EA	4,000		<input type="checkbox"/>	출판인	
사니(망찌니)야재 360g(4입)	8801068038613	EA	4,000		<input type="checkbox"/>	출판인	

Menu for managing item defined D/C.

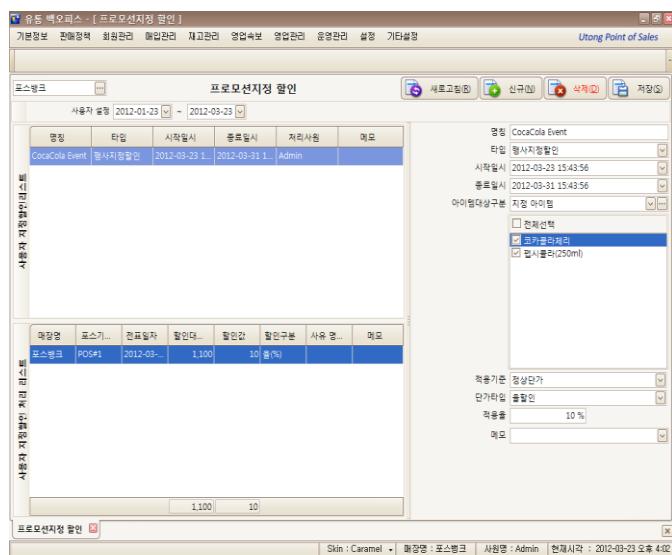
Automatically registered items are discounted automatically.

1. Search an item.
2. Select an apply type select, and apply unit price type. Save after entering the amount.

## Sales policy

### 2. Promotion Defined D/C

#### 2.1 Promotion Defined D/C

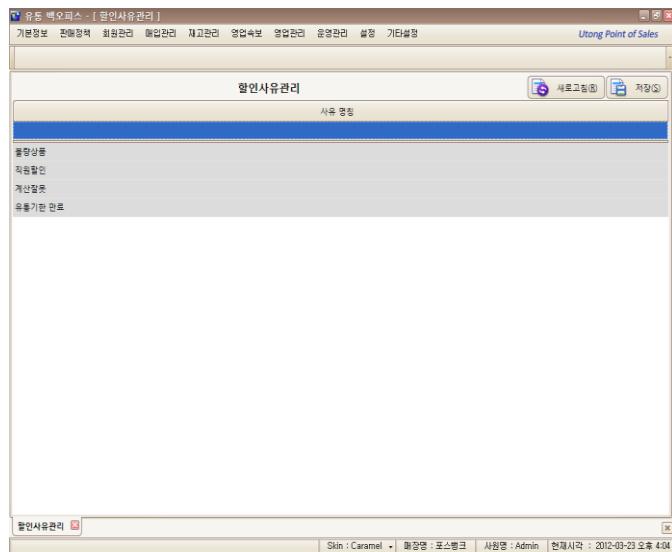


Menu for designating promotion and discount information.

1. Type: Define on POS
  - Event defined discount
  - Discount for item
  - Discount subtotal: processes discount for transaction.
2. Date of Start/End: Period for discount event
3. Query: Select a discount item from All Item/Main category/Supplier.
4. Apply to: Select one from sale unit price/Adjustment unit price/Purchase, and apply discount.
5. unit price type :
  - Discount rate: (%) discount in percentage
  - Event defined discount : amount of discount
  - Defined amount: Change a sale unit price.
6. Enter applying rate/applying unit price

### 3. Reason for Discount

#### 3.1 Reason for Discount



Menu for managing Reason for discount.

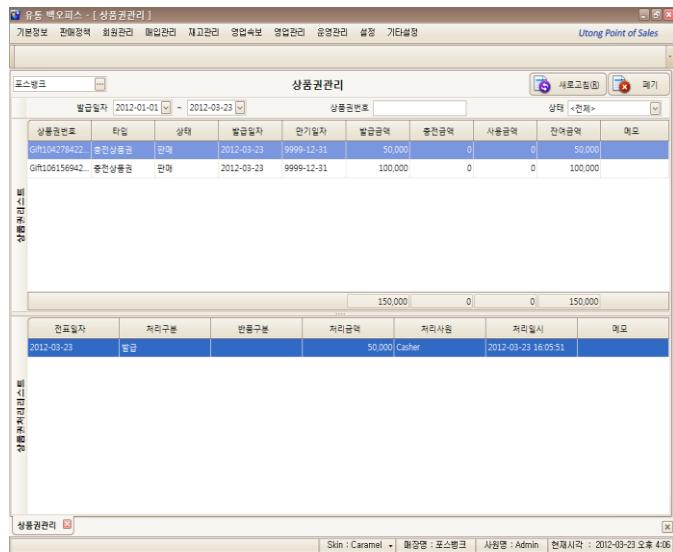
This function manages discount reasons that need to be selected on POS.

1. Click **Click here to add a new row** in order to register a reason and save.

## Sales Policy

### 4. Voucher

#### 4.1 Voucher



Menu for searching and managing voucher information.

This screen enables searching or discarding voucher information.

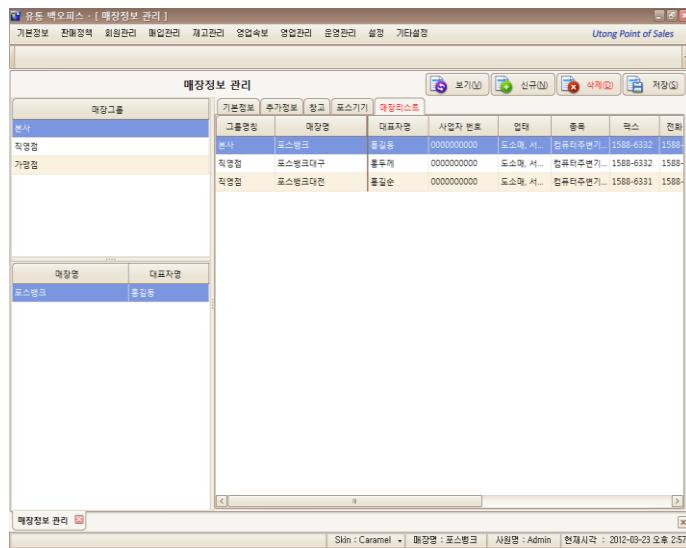
1. You may see the voucher information on voucherlist issued on POS.

2. You may find information on the voucherlist.

## Sales Policy

### 5. Coupon

#### 5.1 Coupon



Menu for managing coupon information.

Menu for issuing coupons and searching information regarding coupons.

1. Coupon number : automatic
2. Number of coupon: number of coupons issued.
3. Validation date: Update the period of use.
4. Applying type: Select one between items and transaction.
5. Classify target for coupon item: Select one among All Item/category/Supplier/Designated items, and choose a discount target.
6. Apply by selecting among Selling price/Closing price/Purchase.
7. Unit price type :
  - Discount rate: discount percent
  - Designated event discount : amount discount
8. Select Duplicated D/C.

 **CUSTOMER**

---

## 1. Customer Information

### 1.1 Basic Information

Customer Information Management - [Customer Information Management]

Customer Information Management

Customer Group: Gold

Customer Name: 강원 강릉시 내裤동

Address: 304번지

Phone: 033-564-4567

Email: limg@postbank.com

Menu for managing basic Information.

### 1.2 Additional Information

Customer Information Management - [Customer Information Management]

Customer Information Management

Customer Group: Gold

Contract Unit Price: 500,000

Credit Limit: 5,000

Visit Count: 1

Contribution Level: 990

Menu for managing additional Information.

You may register a customer group or a customer's basic information.

You may register a new item by right-clicking customer group grid.

1. Enter or edit basic information of a Customer's name/cardnumber/social security number

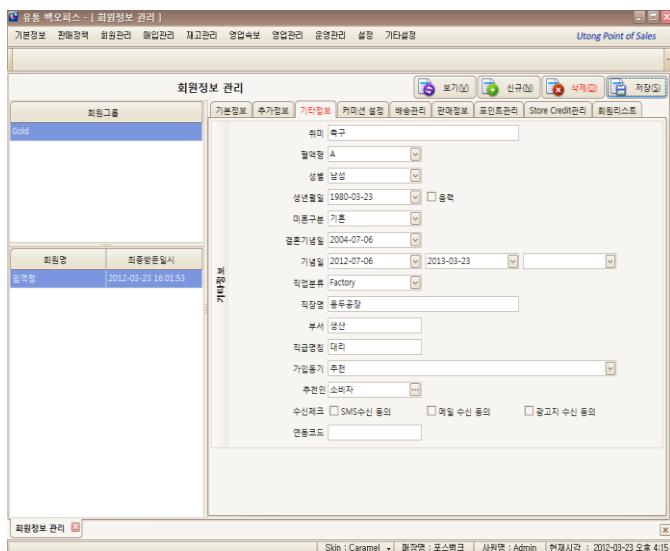
This menu manages additional information, such as customer's contract information/sales information/classified group information

1. Classify sales contract: Select the unit price that will be apply when on sales.
2. Amount of credit amount: sales on credit and amount of limit.
3. Amount of deposit: Create deposit.
4. Create bank information.
5. It shows number of visit and contribution level for the store.
6. Create classified group and use for analyzing the classified group information.

## Customer

### 1. Customer Information

#### 1.3 Other Information

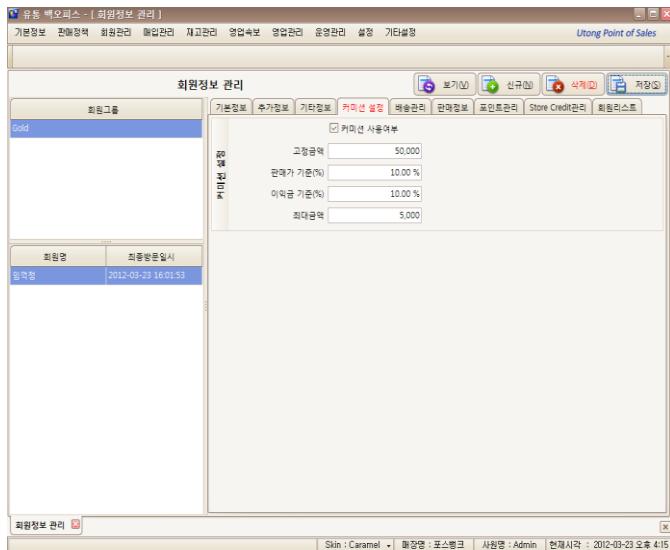


The screenshot shows a POS system interface for managing customer information. The main menu at the top includes '기본정보', '판매정책', '회원관리', '매입관리', '재고관리', '영업속보', '영업관리', '운영관리', '설정', and '기타설정'. The '회원정보 관리' tab is selected. On the left, a sidebar shows '회원그룹' (Gold) and '기타정보'. The main content area displays a customer profile for 'Gold' with fields for name (A), gender (남성), birth date (1980-03-23), address (Factory), and other personal details. The 'Commission' tab is active, showing commission setup options: 고정금액 (50,000), 판매가 기준(%) (10.00%), 이익금 기준(%) (10.00%), and 최대금액 (5,000). Buttons for '보기', '신규', and '삭제' are visible at the top right.

Menu for managing other Information.

This menu enables to manage other information, such as customer's hobby or gender.

#### 1.4 Commission Setup



The screenshot shows a POS system interface for managing commission setup. The main menu and sidebar are the same as the previous screenshot. The 'Commission' tab is selected. The main content area displays commission setup options: 고정금액 (50,000), 판매가 기준(%) (10.00%), 이익금 기준(%) (10.00%), and 최대금액 (5,000). Buttons for '보기', '신규', and '삭제' are visible at the top right.

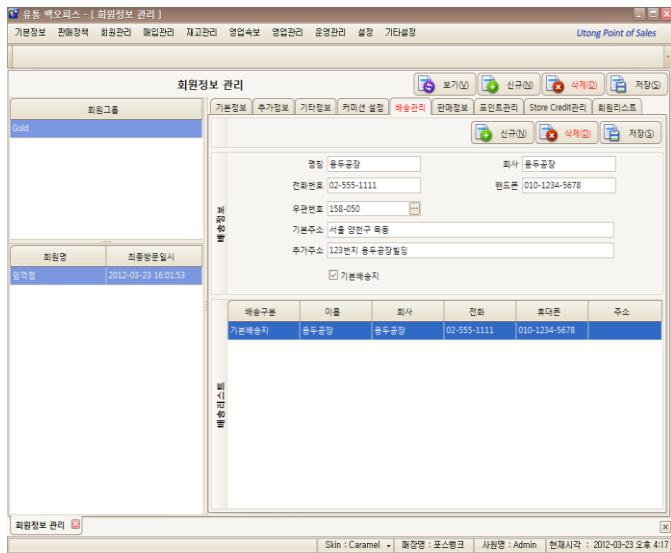
Menu for managing commission Information.

You may create and manage commission by selecting customer and save registered amount on commission information.

1. Use commission: Select if you will use the commission function or not.
2. Fixed amount: Enter a fixed amount of commission.
3. Selling price (%): Enter the commission compared to percentage of selling price.
4. Profit (%): Enter the commission compared to percentage of profit.
5. maximumamount : commission maximumamount enter

## 1. Customer Information

### 1.5 Shipping Information

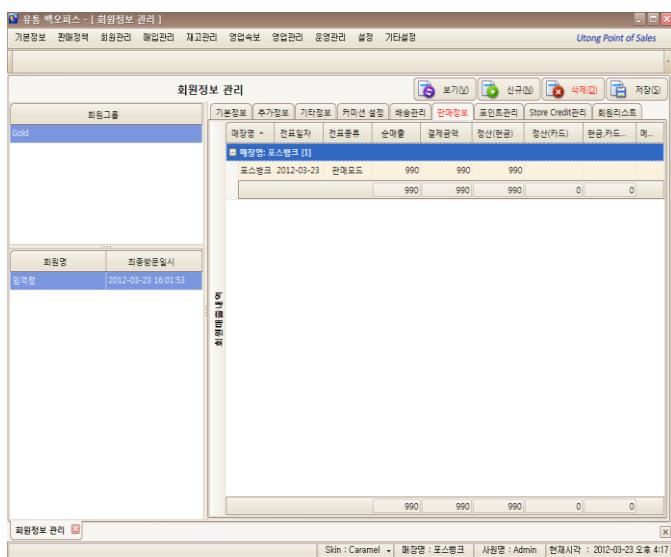


Menu for managing Shipping Information.

Create and manage information for shipping.

1. Shipping information
2. Shipping list: displays a customer's shipping status.

### 1.6 Sales Information



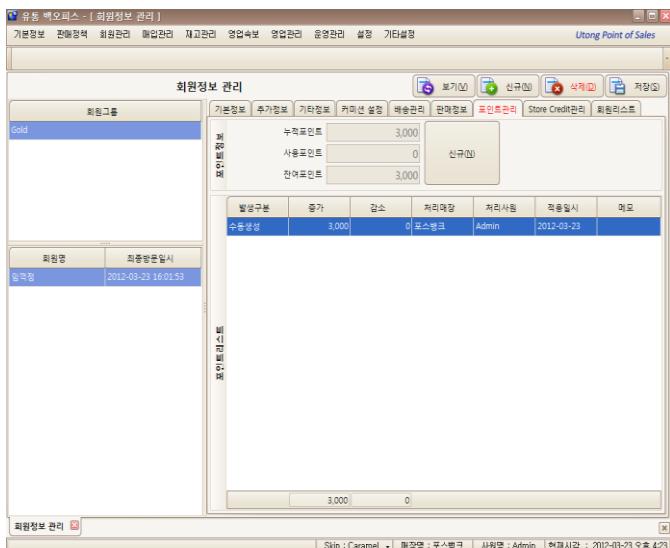
Menu for searching sales information.

This is the menu for searching sales information of a customer.

## Customer

### 1. Customer Information

#### 1.7 Point

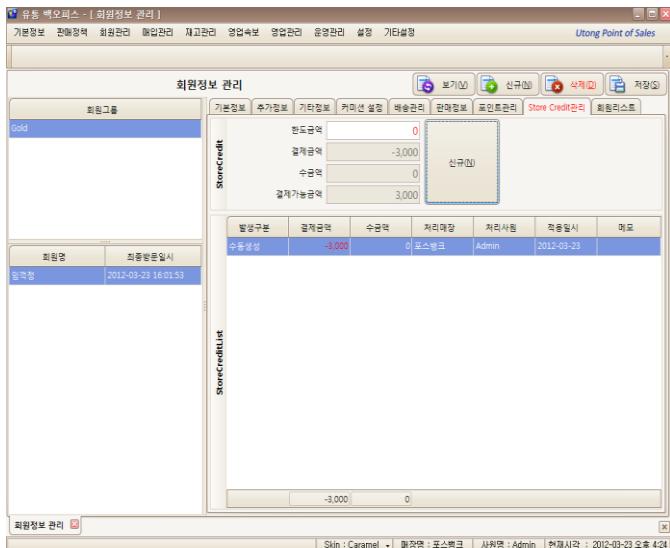


Menu for searching and entering point information.

This menu enables to create and search customer's points.

1. It shows point information, such as accumulated amount/used amount/remaining balance when you select a customer.
2. If you select [New] button, a pop-up window shows up and you may randomly change the value.

#### 1.8 StoreCredit



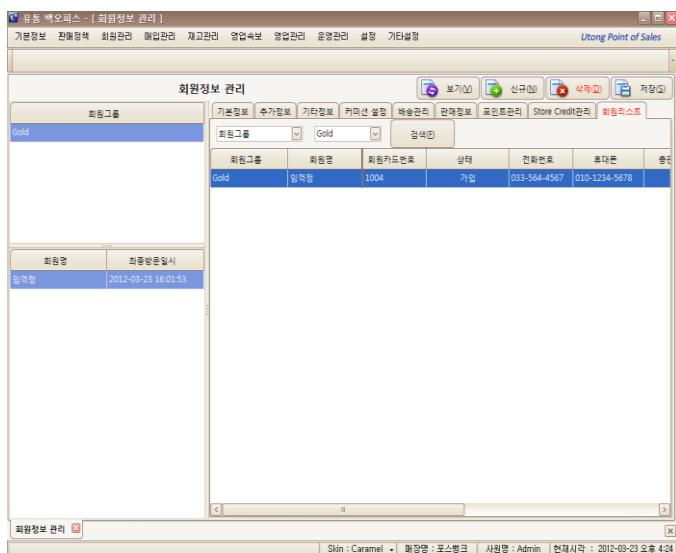
Menu for searching and entering StoreCredit information.

This menu enables to search customer's storecredit and randomly create storecredit.

1. It shows StoreCredit's limit amount payment/collection/possible amount to be paid if you select a customer.
2. If you select [New] button, a pop-up window shows up and you may randomly collect or make payment.

### 1. Customer Information

#### 1.9 Customer List



Menu for searching registered customer list.

This menu enables to search a registered customer's information.

## 2. Customer Marketing

### 2.1 customer marketing

Customer Marketing Search Form (Screenshot):

회원명	회원그룹	연락처	DM수신	생일	기념일	판매수	잔여포인트	마출액	가입일
김민경	Gold	031-564-4567	Y	1980-03-23	2012-07-06	3	3000,000	13,990	2012-03-23

Menu for searching information related to customer marketing.

This menu enables to check information regarding customer's marketing.

1. Later, this screen will support DM/SMS/MAIL.

## Customer

### 3. Sales Adjustment (collection)

#### 3.1 Sales Adjustment (collection)

매출상환(수금)					
일자	일자번호	상자	회원명	최종수	포스거래처
2012-06-01	000003	회원	홍길동	6,000	
2012-06-01	000002	회원	소비자	3,000	
2012-06-31	000003	회원	신세경	6,958	
2012-06-31	000004	회원	진	2,000	
2012-06-31	000005	회원	신세경	1,980	
2012-06-31	000006	회원	신세경	30,000	
2012-06-31	000007	회원	홍길동	50,000	
2012-06-31	000008	회원	소비자	2,700	
2012-06-31	000009	회원	이민호	30,000	
2012-06-31	000010	회원	이민호	30,000	
2012-06-31	000011	회원	이민호	34,700	
2012-06-17	000009	회원	이민호	2,000	
2012-06-17	000012	회원	소비자	4,000	
2012-06-18	000013	회원	이민호	1,000	
2012-06-18	000014	회원	소비자	3,200	
2012-06-18	000015	회원	소비자	2,000	
2012-06-18	000016	회원	소비자	6,000	
2012-06-18	000017	회원	이민호	1,500	
2012-06-18	000018	회원	이민호	-1,000	
2012-06-18	000019	회원	이민호	3,000	
2012-06-18	000020	회원	이민호	-1,700	
2012-06-18	000021	회원	이민호	1,700	
2012-06-15	000022	회원	이민호	3,000	
2012-06-15	000023	회원	이민호	4,000	
2012-06-15	000024	회원	홍길동	3,000	
2012-06-15	000025	회원	홍길동	7,600	
2012-06-15	000026	회원	이민호	3,000	
2012-06-15	000027	회원	이민호	50,000	
2012-06-15	000028	회원	이민호	1,000	
2012-06-15	000029	회원	소비자	52,000	

Menu for searching and managing Sales Adjustment (collection).

#### 3.2 Payment Management Details (popup)

계정과목명	금액	관리번호	메모
은행	1,000		

회계단위      적용항목      잔액      정상액      할인액

등록      1      0      1,000      -1,000

회계단위      적용항목      잔액      정상액      할인액

등록      1      0      1,000      -1,000

#### Sales Adjustment (collection)

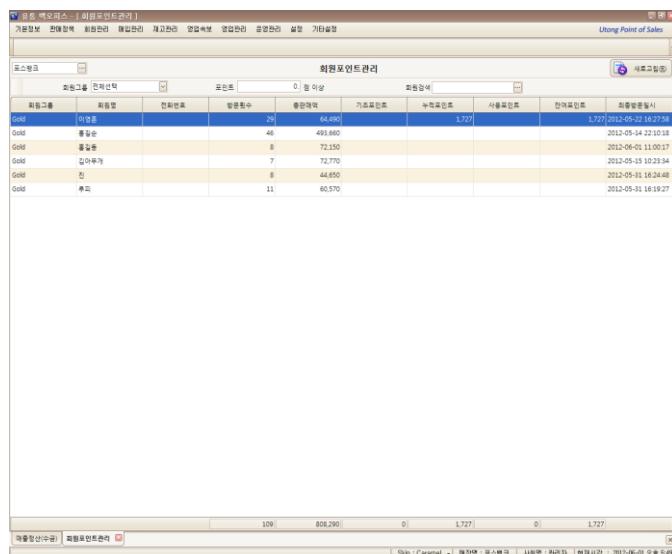
This menu enables closing process and check its information

1. Closing detail will show after you search period, select customer name and click the [Refresh] button.
2. If you click [New] button, Payment Management Details popup will show up.

1. Select date and personal name. Enter account name, amount, managing number on the lower side and save the details.

## 4. Customer Point

### 4.1 Customer Point



The screenshot shows a Windows application window titled 'Customer Point Management' (Customer Point 관리). The window contains a table with columns: Customer Group (회원그룹), Customer Name (회원번호), Total Points (포인트), Total Purchase Amount (총구매액), Total Points Used (기초포인트), Total Points Remaining (누적포인트), Total Points Used (사용포인트), Total Points Remaining (전액포인트), and Last Update Date (최종포인트일자). The data is as follows:

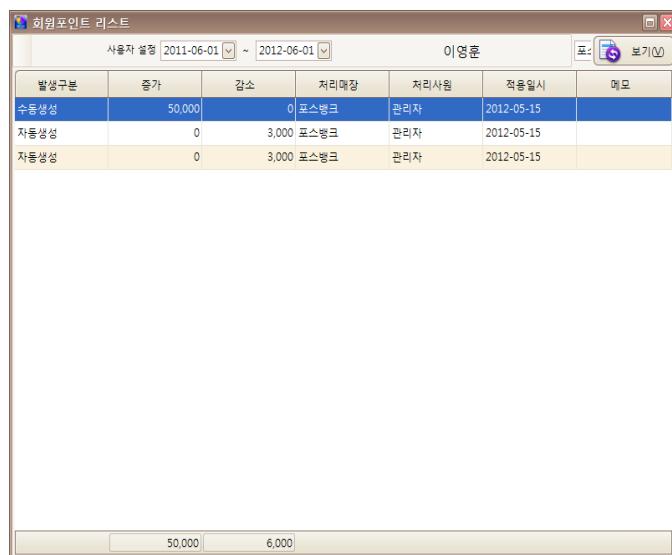
회원그룹	회원번호	포인트	총구매액	기초포인트	누적포인트	사용포인트	전액포인트	최종포인트일자
Gold	이영훈	29	64,490	1,727	1,727	0	1,727	2012-05-31 16:27:58
Gold	홍길동	46	493,660	0	0	0	0	2012-05-14 22:10:18
Gold	홍길동	8	72,150	0	0	0	0	2012-06-01 11:00:17
Gold	김아유가	7	72,770	0	0	0	0	2012-05-15 10:23:34
Gold	진	8	44,650	0	0	0	0	2012-05-31 16:24:48
Gold	홍길동	11	60,570	0	0	0	0	2012-05-31 16:19:27

Menu for searching customer's point information

This menu displays customer's accumulated point and its information.

1. Select customer group, point 및 customer nam and click the [refresh] button.

### 4.2 Customer Point (Pop-up)



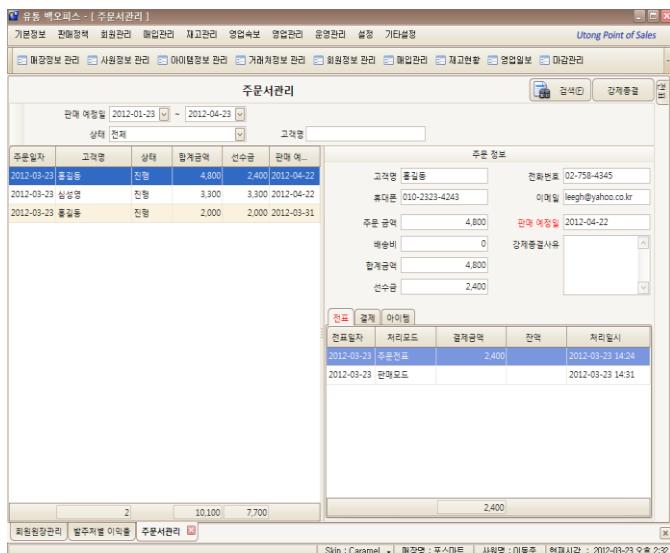
The screenshot shows a Windows application window titled 'Customer Point List' (회원포인트 리스트). The window contains a table with columns: Date Range (사용자 설정), Date (날짜), Change Type (증가/감소), Amount (증가액/감소액), Transaction Type (처리내용), Handler (처리자), Date (작동일시), and Memo (메모). The data is as follows:

사용자 설정	날짜	증가/감소	증가액/감소액	처리내용	처리자	작동일시	메모
2011-06-01 ~ 2012-06-01	2012-05-15	증가	50,000	포스뱅크	관리자	2012-05-15	
	2012-05-15	감소	0	포스뱅크	관리자		
	2012-05-15	증가	0	포스뱅크	관리자		
	2012-05-15	증가	3,000	포스뱅크	관리자		

This menu searches customer's detailed point information that has been changed.

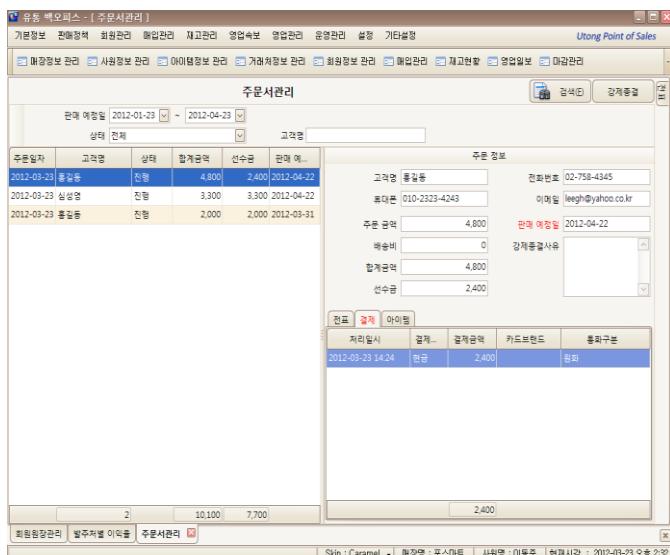
## 5. Work Order

### 5.1 Work Order (transaction)



Menu for searching Work Order (transaction) Information.

### 5.2 Work Order(Payment)



Menu for searching Work Order (Payment) Information.

You may use this menu to check information for sales made on POS order mode, and to force to end.

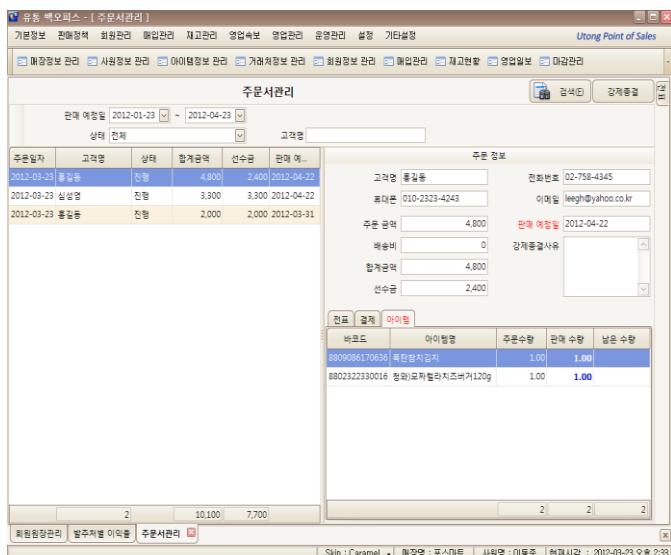
1. Search sales detail on periodic orders.
2. If you select a certain case on order information grid, basic information will show up.
- Transaction: displays information such as date/amount/processing date.

You may use this menu to check information for sales made on POS order mode, and to force to end.

1. Search sales detail on periodic orders.
2. If you select a certain case on order information grid, basic information will show up.
- Payment: displays information regarding payment.

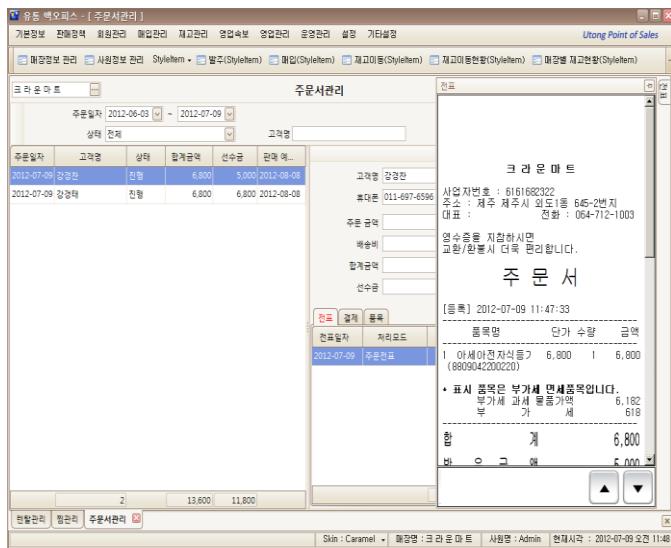
## 5. Work Order

### 5.3 Work Order(item)



Work Order(item) Information Menu for searching

### 5.4 Work Order(receipt)



Menu for searching Work Order(receipt) Information

You may use this menu to check information for sales made on POS order mode, and to force to end.

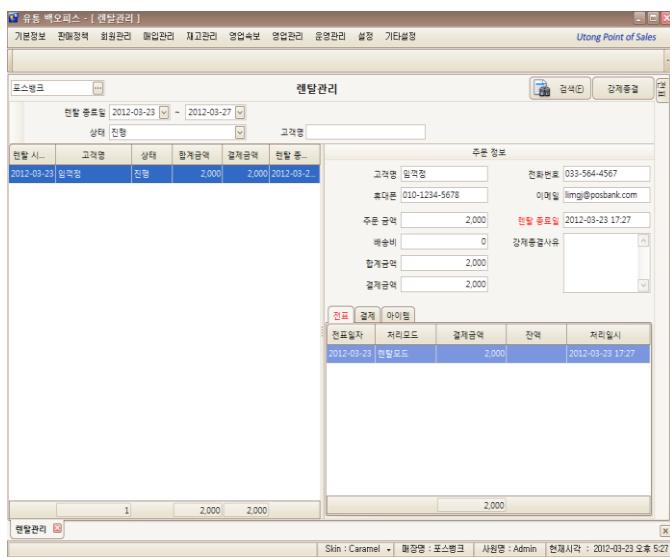
1. Search sales detail on periodic orders.
2. If you select a certain case on order information grid, basic information will show up.
- Payment: displays item information included in order sheet.

You may use this menu to check information for sales made on POS order mode, and to force to end.

1. Check the upper right side of the screen.
2. Displays transaction category beside [force close] when moving mouse.

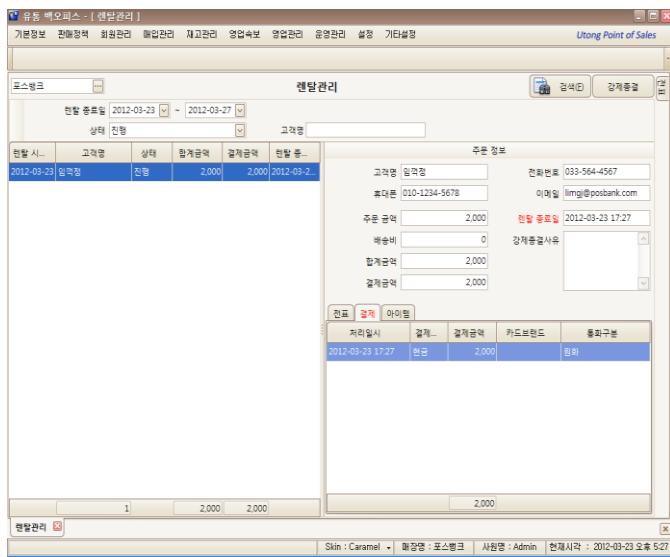
## 6. Rental

### 6.1 Rental (transaction)



Menu for searching Rental (transaction) Information

### 6.2 Rental (Payment)



Menu for searching Rental (Payment) Information.

This menu enables user to check information for rental details on POS.

1. Select a promising sales date and status, customer name and click the [search] button.
2. Information Select sales information on the left side of the screen.
3. Search order Information on the right.
4. Select the transaction tab select to search the transaction Information.

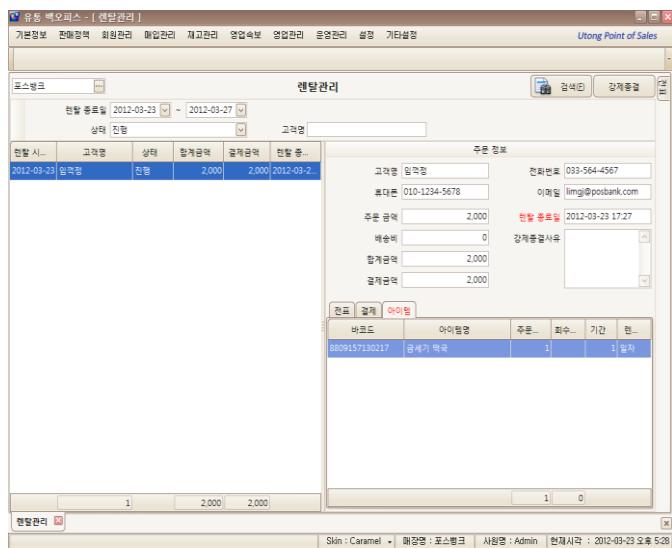
This menu enables user to check information for rental details on POS.

1. Search the payment information regarding rental sales.

## Customer

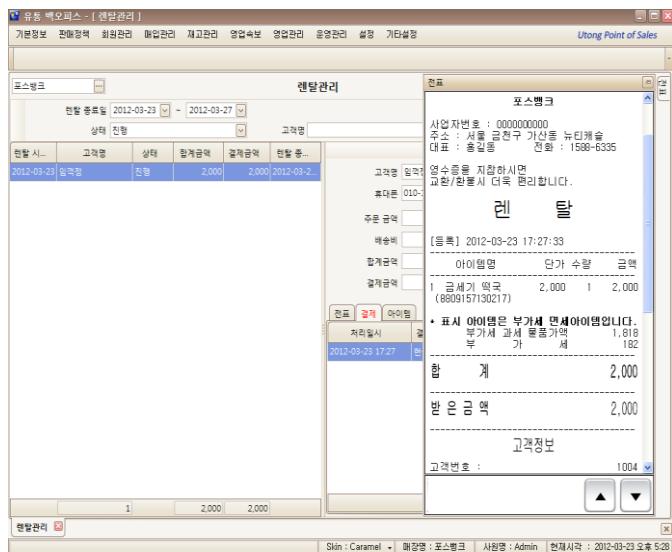
### 6. Rental

#### 6.3 Rental(item)



Rental(item) Information Menu for searching

#### 6.4 Rental(receipt)



Rental receipt screen

This menu enables user to check information for rental details on POS.

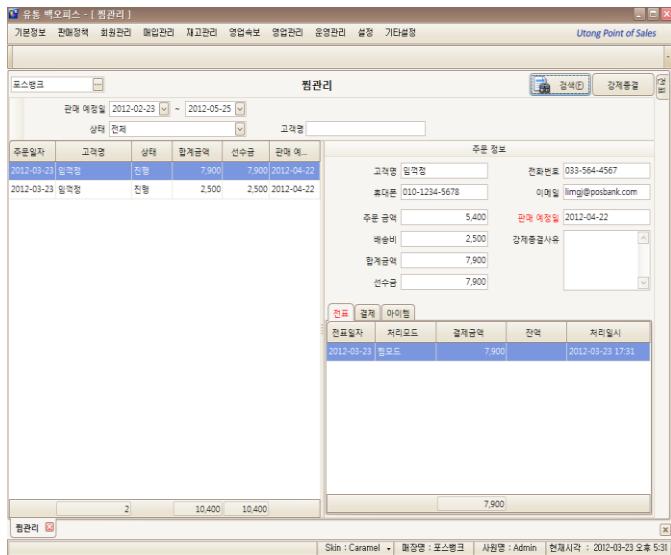
1. Search the item information regarding rental sales.

This is the menu for checking rental information on receipt.

1. Check the upper right side of the screen.
2. Displays transaction category beside [force close] when moving mouse.

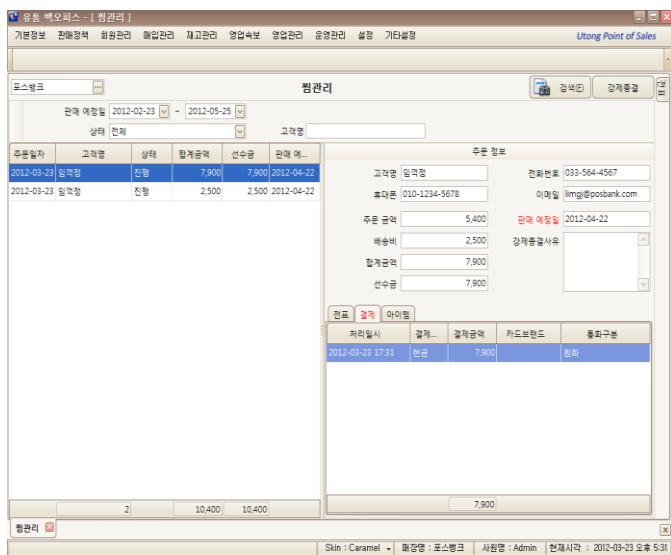
## 7. Layaway

### 7.1 Layaway(transaction)



Menu for searching Layaway (transaction) Information.

### 7.2 Layaway(Payment)



Menu for searching Layaway (Payment) Information.

This menu is for checking information of sales made by layaway on POS. (customer reserves an item for purchasing later.)

1. Select a promising sales date and status, customer name and click the [search] button.
2. Information Select sales information on the left side of the screen.
3. Search order information on the right.
4. Search the transaction information by selecting transaction tab.

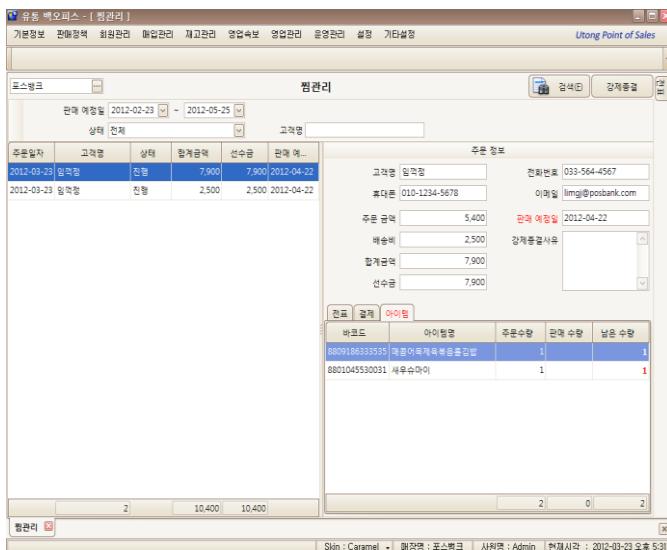
This menu is for checking information of sales made by layaway on POS. (customer reserves an item for purchasing later.)

1. Displays the payment information regarding Layaway sales.

## Customer

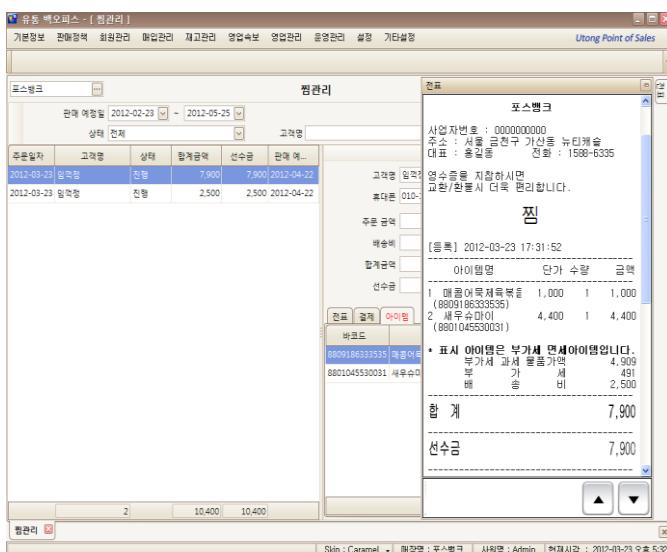
### 7. Layaway

#### 7.3 Layaway(item)



Menu for searching Layaway (item) Information.

#### 7.4 Layaway(receipt)



Layaway receipt screen

This menu is for checking information of sales made by layaway on POS.  
(customer reserves an item for purchasing later.)

1. Displays the item information regarding Layaway sales.

This menu is for checking information of sales made by layaway on POS.  
(customer reserves an item for purchasing later.)

1. Check the upper right side of the screen.
2. Displays transaction category beside [force close] when moving mouse.

## 8. Customer sales

## 8.1 Sales Detail by Customer

## Menu for searching customer's detail sales Information

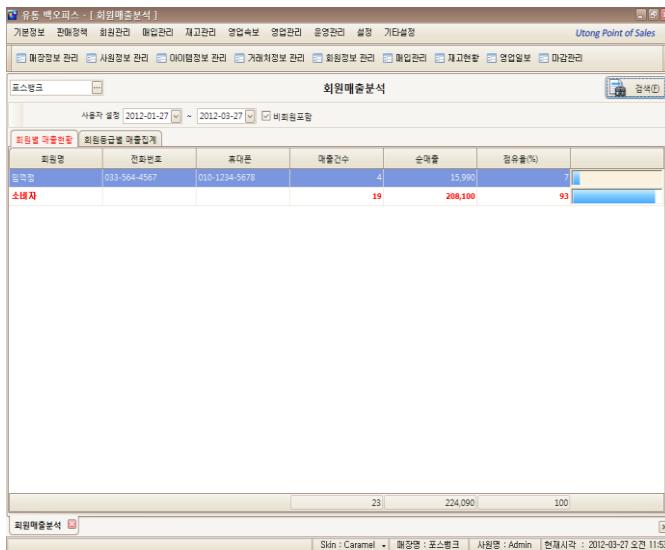
You may check detail sales information by customer.

1. Click the [search] button after selecting search period and customer.

## Customer

### 8. Customer Sales

#### 8.2 Analyze customer sales - sales status by customer



Menu for searching sales analyze information by customer.

#### 8.2.1 Customer Ledger



Menu for searching customer's sales/collection ledger Information.

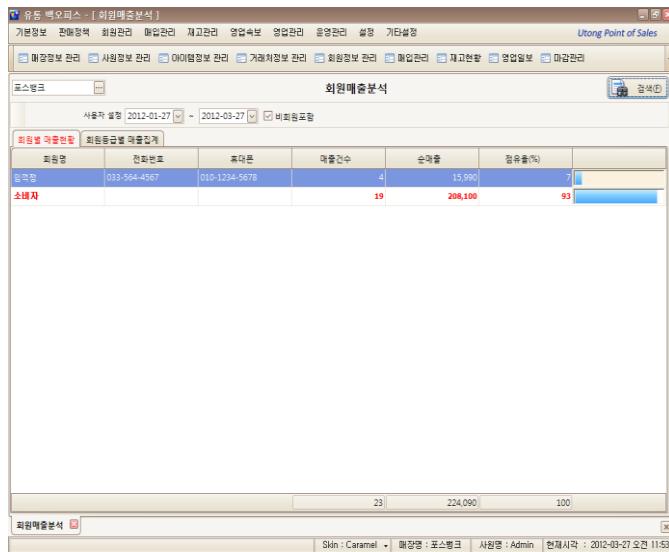
This menu enables searching sales information and customer information at the same time.

1. Click the [Search] button after selecting search period.
  2. 'Manage customer ledger' shows up if you double-click a searched customer on the grid.
- Remark: If you select "including non-customer", it will search non-customer as well as customer's information.

Displays information regarding customer's sales/collection.

### 8. Customer Sales

#### 8.3 Analyze customer sales - sales status by customer level



Menu for searching sales analyze information by customer level.

This menu enables users to search sales information by customer level.

1. Click the [Search] after selecting search period.

- Remark: If you select "including non-customer", it will search non-customer as well as customer's information.

## Customer

### 9. State of Balance by Customer

#### 9.1 State of balance by customer

Customer Balance Statement (회원별 잔액현황)

회원별 잔액현황	기준일자	회원번호	회원명	전월	수금	매입	지출	이월	매출	수금	매입	지출	잔액
포스뱅크	2012년 5월	0000000003	이정훈	61,800	133,800		66,490	65,940		134,800	229,800		5,070
포스뱅크	0000000002	홍길동	51,000	96,000		49,650	440,260		45,650	40,400		5,250	
포스뱅크	0000000005	진				62,570	59,320						3,250
포스뱅크	0000000006	류희											
				0	134,800	229,800	0	0	0	666,370	605,920	0	60,450

Menu for searching the balance state by customer.

This menu enables user to search balance status by customer a month.

1. Click the [Search] button after selecting search period and customer name.
2. 'Manage ledger' popup window shows up if you double-click a searched information on the grid.

#### 9.2 customer ledger

Customer Ledger Management (회원원장 관리)

회원원장 관리	사용자 설정	2012-02-01 ~ 2012-03-23	회원검색	선택		
회원명	김국정	주소	210-925 강원 강릉시 나곡동 304번지			
전화	033-564-4567	현잔액	0			
전표일자	전표구분	연결전표번호	순마출	청구금액	수금액	외상금증금
[선택]						
2012-03-23	판매	1000102012032310000001	990	990		990
2012-03-23	판매	1000102012032310000005	1,000	1,000		1,000
2012-03-23	판매	1000102012032310000007	12,000	12,000		13,990
[합계]			13,990	13,990		
[누계]			11,990	11,990		

Menu for searching Customer ledger Information.

Menu for searching Customer ledger Information.

1. Select a search period.
2. Search a Customer's rname, and click 'refresh'.

## 10. Customer Sales on Credit

### 10.1 Total Outstanding Balance by Period

Customer Sales on Credit - Total Outstanding Balance by Period

Search Criteria: Date Range (2011-05-25 ~ 2012-06-01), Customer Name (이영훈)

날짜	고객명	미수금액	수금금액	미수잔액
2011-05-25	이영훈	223,960	369,360	-145,600
2011-05-26	이영훈	2,000	2,000	0
2011-05-27	이영훈	6,000	6,000	0
2011-05-28	이영훈	76,800	171,800	-95,000
		308,760	549,360	-240,600

Menu for searching outstanding balance information by customer.

### 10.2 Outstanding Balance by Period

Customer Sales on Credit - Outstanding Balance by Period

Search Criteria: Date Range (2011-05-25 ~ 2012-06-01), Customer Name (이영훈)

날짜	미수금액	수금금액	미수잔액
2011-05-25	21,200	93,200	-70,000
2011-05-26	42,500	42,500	0
2011-05-27	63,800	133,800	-70,000
2011-05-28	14,800	64,600	-120,000
2011-05-29	16,800	12,400	-15,600
2011-05-30	17,700	17,700	0
2011-05-31	5,000	5,000	-15,600
2011-06-01	64,000	64,000	0
2011-06-02	1,500	1,500	-15,600
2011-06-03	3,160	3,160	-15,600
2011-06-04	37,400	67,400	-145,600
2011-06-05	160,160	235,760	-145,600
2011-06-06	223,960	235,760	-145,600

Menu for searching outstanding balance information by customer.

This menu enables users to search sales, collection, and sales status by customer.

1. Click the [Refresh] button after selecting search period and customer name.
2. Click the [Refresh] button again if you need to refresh only customers with outstanding amount.
3. 'Manage ledger' popup window shows up if you double-click a searched information on the grid.

This menu enables users to search outstanding balance status by period.

1. Select a search period.
2. Click the [Refresh] button after searching customer name.



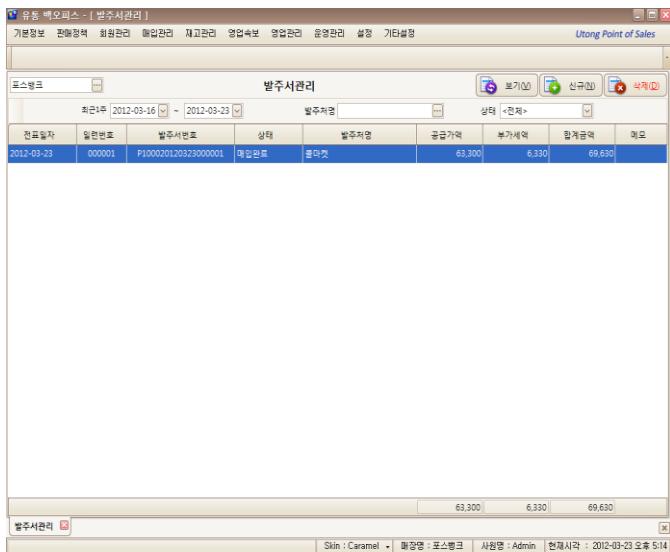
## MANAGE PURCHASE

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## Manage Purchase

### 1. Manage PO

#### 1.1 Manage PO



Menu for searching and entering PO information by supplier.

#### 1.2 Create PO (PO Information)



Menu shows up when creating a PO.

This menu enables users to search and enter PO information by supplier.

1. Click the [Refresh] button after selecting search period, supplier name, and status.
2. If you double-click PO detail, it will show up.
3. 'New' Click [New] if you need to upload a new PO.

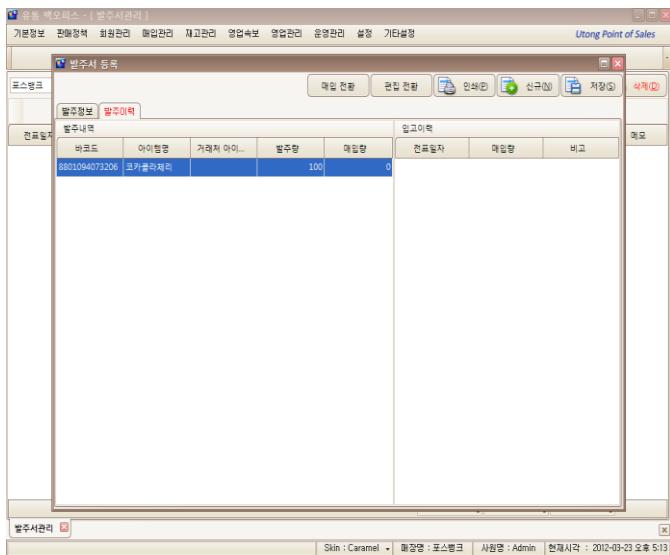
This menu enables users to create and search a PO in detail.

1. When you search, it searches supplier's PO detail.
  2. Create PO by supplier/customer.
- Enter Supplier name/ETA/item Information and number.
- Remark
- Save: Save, but you may edit later.
  - Switch approval: approves PO and will automatically save.

## Manage Purchase

### 1. Manage PO

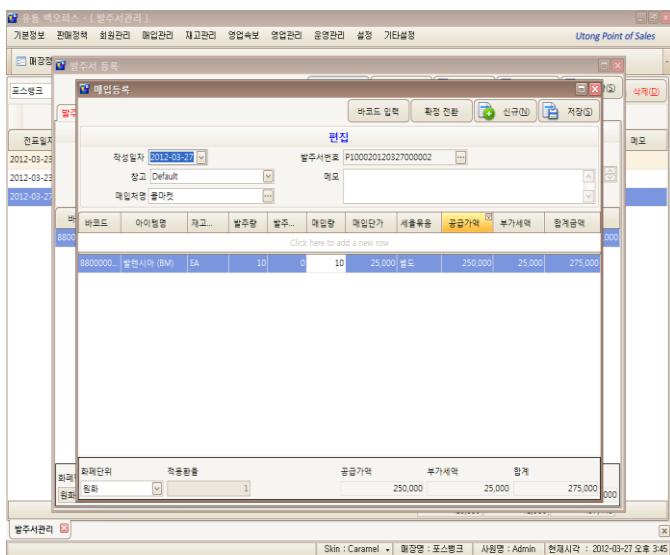
#### 1.3 Manage PO (PO history)



This menu is created if you click the [New] button.

1. The screen displays PO history and its detail.

#### 1.4 Manage PO (After save)



This function enables users to search/switch approval/switch purchase/switch edit after saving a PO.

1. [Switch approval]: Confirms the PO process.
2. [Switch purchase]: Confirms the purchase process.
3. [Switch edit]: Save, but you may the purchase process later.

Menu for confirming after approval.

## Manage Purchase

### 2. Manage Purchase

#### 2.1 Manage Purchase

작성일자	공통번호	상태	매입처명	공급가액	부가세액	합계금액	메모
2012-03-23	000001	확정	풀마켓	31,650	3,165	34,815	
2012-03-23	000002	확정	풀마켓	63,300	6,330	69,630	
2012-03-23	000003	확정	포스뱅크	114,532	11,453	125,985	
2012-03-23	000004	온습	포스뱅크	52,559	5,256	57,815	
2012-03-23	000005	확정	풀마켓	113,047	11,305	124,352	
2012-03-27	000001	확정	풀마켓	250,000	25,000	275,000	

Menu for searching and entering purchase Information

#### 2.2 Create Purchase

작성일자	발주처번호	판점	판점명
2012-03-23		현장	
2012-03	작성일자	발주처번호	판점
2012-03	장고 Default	미도	
2012-03	매입처명		

Menu for creating purchase process.

This menu enables users to search purchase details by supplier.

1. Click the [Refresh] button after selecting search period and supplier name.
  2. If you double-click the searched item, details will be displayed.
  3. Click the [New] button if you create a new purchase.
- Remark: [Edit] info will be switched to [Confirmed] info after double-clicking the information.

This menu will show if you click [New].

1. Select a supplier, and look up the lower part.
2. Status
  - Confirmed switch: It processes a confirmation for a purchase.
  - Create barcode: You may create items in barcode for prompt task.

## Manage Purchase

### 3. Manage Payment

#### 3.1 Manage Purchase

The screenshot shows a Windows application window titled 'Manage Purchase'. The main area is a table titled '자불관리' (Payment Management) with columns: 일자 (Date), 일련번호 (Serial Number), 상태 (Status), 매입처명 (Supplier Name), 결산금액 (Settlement Amount), and 메모 (Memo). Two rows are listed: one for 2012-03-23 with serial 000002, status '확정' (Confirmed), supplier '풀마켓', amount 300,000, and memo '500,000'; another for 2012-03-23 with serial 000001, status '확정' (Confirmed), supplier '포스뱅크', amount 500,000, and memo empty. The top menu bar includes '기본정보', '판매정책', '회원관리', '매입관리', '재고관리', '영업속보', '영업관리', '운영관리', '설정', and '기타설정'. The bottom status bar shows 'Skin : Caramel', '화장병 : 포스뱅크', '사원명 : Admin', and '현재시간 : 2012-03-23 오후 5:38'.

Menu for searching and entering payment management information.

#### 3.2 Payment Management Details

The screenshot shows a Windows application window titled 'Manage Purchase' with a sub-menu '자불관리 상세내역'. The main area is a form titled '상태 신규' (Status New) with fields: 일자 (Date) 2012-03-23, 매입처명 (Supplier Name) '풀마켓', and 비고 (Remarks) empty. A table below shows a single row: 계정과목명 (Account Name) '제금', 금액 (Amount) 300,000, and 관리번호 (Management Number) empty. To the right is a sidebar with sections: '거래처정보' (Supplier Information) with '포스뱅크' selected, '자불청산 리스트' (List of Settlements), and a list of suppliers including '풀마켓' and '포스뱅크'; '기본정보' (Basic Information) with '주소' (Address) '서울특별시 강남구 테헤란로 123', '전화번호' (Phone Number) '02-1234-5678', '팩스' (Fax) empty, and '메모' (Memo) empty; and '연산한도금액' (Settlement Limit Amount) and '본증금액' (Original Amount) both set to 0. The bottom status bar shows 'Skin : Caramel', '화장병 : 포스뱅크', '사원명 : Admin', and '현재시간 : 2012-03-23 오후 5:38'.

Edit screen

This menu enables users to search and enter payment management information by supplier.

1. Click the [Refresh] button after selecting search period and supplier name.
2. If you double-click the searched item, details will be displayed.
3. Click the [New] button if you create a new payment.

This menu enables users to take care of NEW or its details.

1. Create supplier/customer, and register account name/ Amount /memo to save payments for purchase.

## Manage Purchase

### 4. Total Purchase on Credit

#### 4.1 Total Purchase on Credit

외상매입집계																			
제작일자	제작자명	전월									당월								
		매입처_	매입처명	이월	매출	수금	매입	지불	이월	매출	수금	매입	지불	잔액					
크 라 운 드...	12345002	박기수산(LG)	1,732,565		918,580		1,732,565							1,732,565					
크 라 운 드...	12345003	우정유물	3,524,150		804,650		3,524,150							3,524,150					
크 라 운 드...	12345004	총진식품	976,520				976,520			22,770	950,290	49,000							
크 라 운 드...	12345005	롯데마트	1,329,000				1,329,000							1,329,000					
크 라 운 드...	12345006	크리올제과	972,856				972,856							972,856					
크 라 운 드...	12345007	남광남사	3,030,040		148,770		3,030,040							3,030,040					
크 라 운 드...	12345008	(주)우한D&S	2,991,287				2,991,287							2,991,287					
크 라 운 드...	12345009	서울우유(...)	1,346,450		116,100		1,346,450			1,031,000	10,550	2,366,900							
크 라 운 드...	12345010	성경식품	211,700				211,700							211,700					
크 라 운 드...	12345011	풀하트밀	165,000				165,000							165,000					
크 라 운 드...	12345012	롯데남동	238,900				238,900							238,900					
크 라 운 드...	12345013	장관장용료	120,000				120,000							120,000					
크 라 운 드...	12345014	새벽(주부)	122,160				122,160							122,160					
크 라 운 드...	12345015	남원식품(...)	831,500				831,500							831,500					
크 라 운 드...	12345016	영민상회(...)	1,590,000		63,600		1,590,000							1,590,000					
크 라 운 드...	12345017	실육우유	78,600				78,600							78,600					
크 라 운 드...	12345018	풀우원	700,035				90,674			700,035				700,035					
			128,589,9...		0	8,404,650	0	128,589,9...		0	0	1,096,770		128,725,8...					

Skin : Caramel | 메인화면 : 크라운 마트 | 사용자 : Admin | 현재시간 : 2012-07-09 오후 2:49

Menu for searching information about purchase information.

You may search purchase on credit by supply and customer.

1. Click [Search] after you choose a date and supplier.

- Remark: If you select [No balance], supplier/customer without balance information will also be searched.

## Manage Purchase

### 5. Supplier Ledger

#### 5.1 Supplier Ledger

선택일자	선택구분	연결선택번호	증급가액	부가세액	합계금액	지불액	회상액입금
2012-03-23	매입	100020120323000001	31,650	3,165	34,815		34,815
2012-03-23	매입	100020120323000002	63,300	6,330	69,630		104,445
2012-03-23	매입	100020120323000005	113,047	11,305	124,352		228,797
2012-03-23	지불	10000020120323000002			300,000		-71,203
<b>[계정]</b>			<b>207,997</b>	<b>20,800</b>	<b>228,797</b>	<b>300,000</b>	
<b>[누계]</b>			<b>207,997</b>	<b>20,800</b>	<b>228,797</b>	<b>300,000</b>	

Menu for searching supplier information.

#### 5.2 Payment Management Details (Supplier ledger)

선택일자	선택구분	발주일	발주-	매입일	매입단가	세율부여	증급가액	부가세액	합계금액	상태입금
2012-03-23	포오리행	EA	0	0	650 별도	1,300	130	130	1,430	
2012-03-23	호행(단발)	EA	0	0	552 별도	1,104	110	1214		34,815
2012-03-23	호행(아마)	EA	0	0	690 별도	1,380	138	1518		104,445
2012-03-23	호행(지자)	EA	0	0	690 별도	1,380	138	1518		228,797
2012-03-23	도서문화상품권	EA	0	0	2,965 별도	1,930	193	2,123		-71,203
<b>[계정]</b>					19,000	1,900	20,900			
<b>[누계]</b>					50,000	5,000	55,000			
88000000... 발행시아 (BS)	EA	0	0	2	25,000 별도	50,000	5,000	55,000		
88000000... 발행시아 (BS)	EA	0	0	2	25,000 별도	50,000	5,000	55,000		
88000000... 발행시아 (BX)	EA	0	0	2	25,000 별도	50,000	5,000	55,000		

Menu displaying details for supplier ledger.

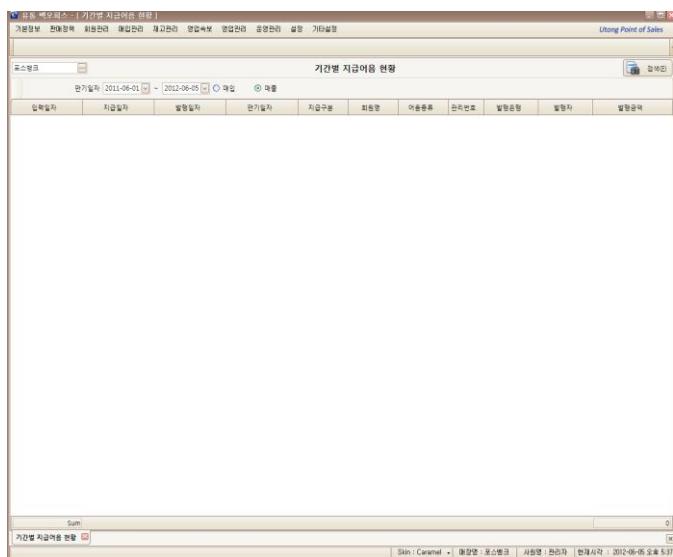
You may search purchase detail by supplier.

1. Select a search period.
2. Click [Refresh] after searching supplier.

If you double-click the searched information, payment management details show up that cannot be processed.

### 6. Status of Bills Payment Period

#### 6.1 Status of Bills Payment Period



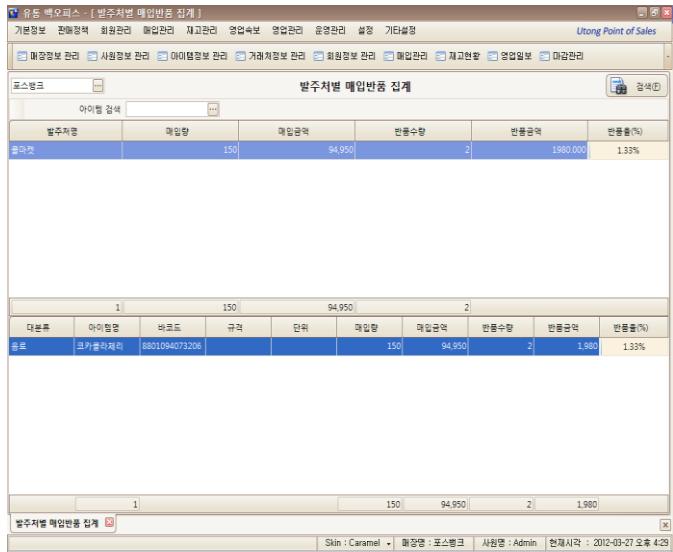
Menu for searching Status of Bills Payment Period.

You may search details for notes payable.

1. Select search period.
2. Click [Search] if you decide whether you want to search purchase or sales.

### 7. Total Purchase Refund by Supplier

#### 7.1 Total Purchase Refund by Supplier



Menu for searching information regarding purchase refund by supplier.

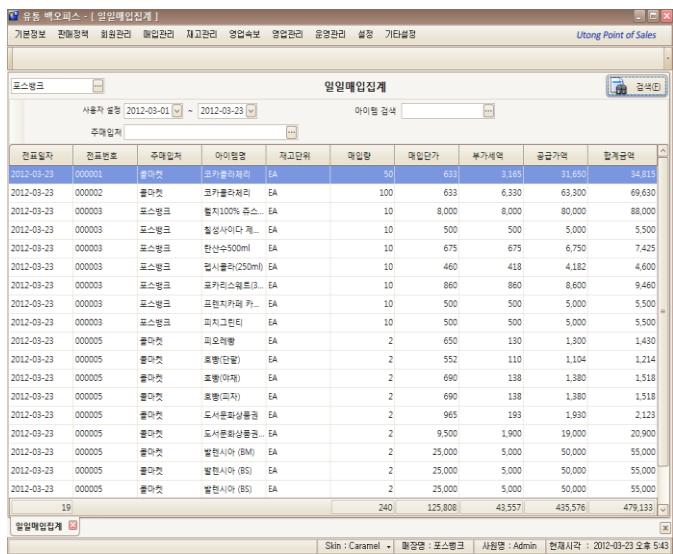
You may search details for notes payable.

1. Select search period.
2. Click [Search] if you decide whether you want to search purchase or sales.

## Purchase Order

### 8. Total Purchase

#### 8.1 Total Daily Purchase



판표일자	판표번호	주매입처	아이템명	제고단위	매입량	매입단가	부가세액	총금액	합계금액
2012-03-23	000001	풀마켓	코카콜라제리	EA	50	633	3,165	31,650	34,815
2012-03-23	000002	풀마켓	코카콜라제리	EA	100	633	6,330	63,300	69,630
2012-03-23	000003	포스뱅크	별지100% 퓸스...	EA	10	8,000	8,000	80,000	88,000
2012-03-23	000003	포스뱅크	칠성사이드 계...	EA	10	500	500	5,000	5,500
2012-03-23	000003	포스뱅크	칼산수500ml	EA	10	675	675	6,750	7,425
2012-03-23	000003	포스뱅크	펩시콜라(250ml)	EA	10	460	418	4,182	4,600
2012-03-23	000003	포스뱅크	포카리스웨트(3...	EA	10	860	860	8,600	9,460
2012-03-23	000003	포스뱅크	포현차과자 카...	EA	10	500	500	5,000	5,500
2012-03-23	000003	포스뱅크	파치그린티	EA	10	500	500	5,000	5,500
2012-03-23	000005	풀마켓	피오리향	EA	2	650	130	1,300	1,430
2012-03-23	000005	풀마켓	포장(단말)	EA	2	552	110	1,104	1,214
2012-03-23	000005	풀마켓	포장(아세)	EA	2	690	138	1,380	1,518
2012-03-23	000005	풀마켓	포장(국자)	EA	2	690	138	1,380	1,518
2012-03-23	000005	풀마켓	도서관화상품권	EA	2	965	193	1,930	2,123
2012-03-23	000005	풀마켓	도서관화상품권...	EA	2	9,500	1,900	19,000	20,900
2012-03-23	000005	풀마켓	발현시아 (BM)	EA	2	25,000	5,000	50,000	55,000
2012-03-23	000005	풀마켓	발현시아 (BS)	EA	2	25,000	5,000	50,000	55,000
2012-03-23	000005	풀마켓	발현시아 (BS)	EA	2	25,000	5,000	50,000	55,000
19					240	125,808	43,557	495,576	479,133

Menu for searching daily purchase information.

#### 8.2 Total Monthly Purchase



년도	판표번호	거래처그룹	매입처	포스뱅크	기타
2012	0	0	125,985	0	0
	0	0	125,985.0...	0	0

Menu for searching monthly purchase information.

You may search the amount of purchased items daily.

1. Click [Search] after selecting search period, supplier, and item.

You may search amounts for monthly purchased items by supplier.

1. Select a search period and supplier/customer, and click [Refresh]

- Remark: Click [Print] if you want to print.



# INVENTORY CONTROL

---

## Manage Inventory

### 1. Inventory status

#### 1.1 Inventory status

Menu for searching inventory information.

You may search inventory status.

1. Click [Search] after selecting warehouse and item.
2. If you double-click the searched items, you may find inventory ledger on the screen.

### 2. Inventory ledger

Menu for searching inventory details of an item.

You may search carry over information, purchase, and sales information of inventory.

1. Select warehouse and item.
2. Click [Search] after selecting search period and transaction type.

## Manage Inventory

### 3. Inventory Date

#### 3.1 Inventory by Date

Menu for searching Inventory Information by date.

You may select inventory amount on certain dates.

1. Click [Search] after selecting warehouse and search period.
2. Search an item by entering its name.

#### 4. Inventory Shortage Status

Menu for searching inventory shortage.

You may search item information of shortage.

1. Click [Refresh] after selecting optimal inventory and item.
2. Only searches items of inventory shortage.

## Manage Inventory

### 5. Inventory Asset Adjustment

#### 5.1 Inventory asset adjustment (search)

조정일자	조정번호	매장	정고	조정 사유	총증감수	등록사원	등록일	비고
2012-03-23	000001	포스뱅크	Default	별현시야 (BS) 외	Admin	2012-03-23 17:51		

Menu for searching inventory asset adjustment status.

You may search status of inventory asset adjustment.

1. Select Search period/adjustment Reason/employee/warehouse/item, and click [Refresh]. You may find results right away.
2. If you double-click one of the results, you may find details.
3. Click [New] for a new step.

#### 5.2 Inventory asset adjustment (New)

Barcode	아이템명	재고단위	잔잔개고	실물재고	처리수량	비고
8801117259006	목욕한조코침	EA	0	10	10	
5410850739855	카푸치노 조플라스틱	EA	0	10	10	
5016346130399	천년별꽃조코침(?)	EA	0	10	10	
5016346131068	천년별꽃조코침	EA	0	10	10	

Menu for adjusting inventory.

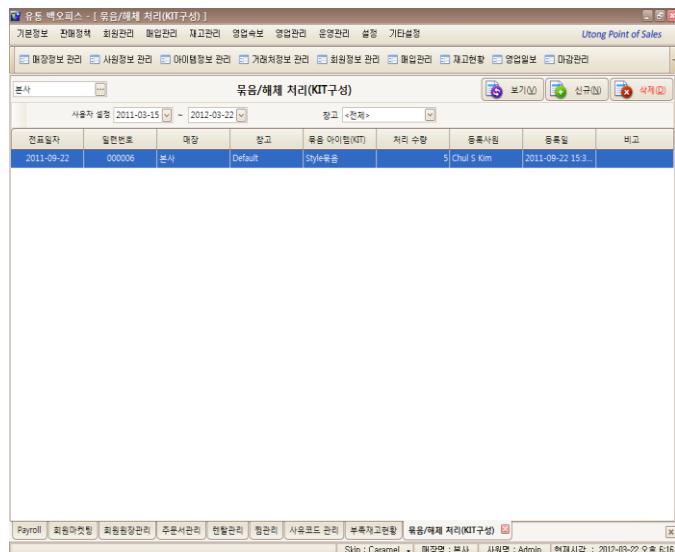
You may adjust inventory on this menu.

1. Select and create date/warehouse/Reason for adjustment/remark.
2. Select an item or enter barcode, and save after entering real inventory, amounts, and remarks.

## Manage Inventory

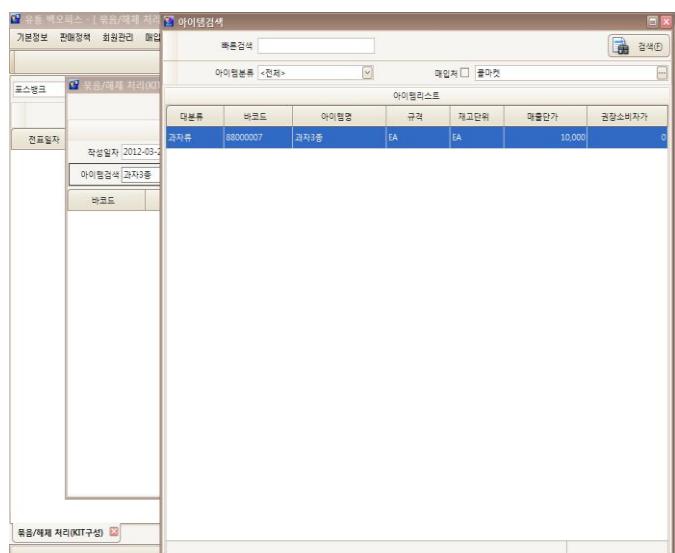
### 6. Bundle/Separate Process (KIT Form)

#### 6.1 Bundle/Separate Process (KIT Form)



Menu for bundle/separate process.

#### 6.2 Separate Process (KIT Form) – New



Menu for separate process.

You may search bundle item information, and separate on this menu.

1. Click [Refresh] after selecting search period and warehouse.
2. If you double-click results, you may find details below.
3. If you click [New], separate process menu will be created.

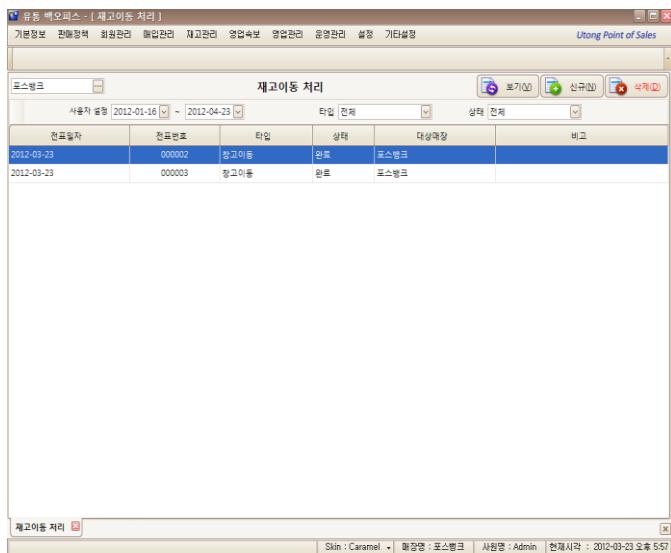
You may separate items composed of bundles.

1. Select warehouse/item and save, inventory will be adjusted by items.

## Manage Inventory

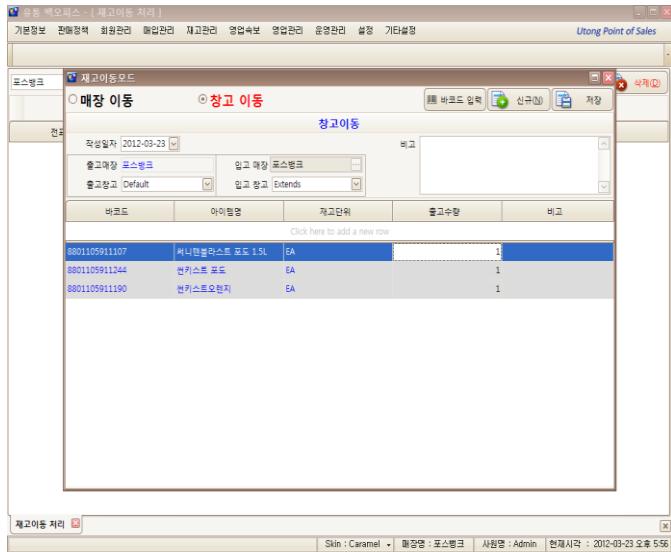
### 7. Inventory Transfers

#### 7.1 Inventory transfers



Menu for searching details of transferred items.

#### 7.2 Inventory transfers (New)



Menu for inventory transfers (store/warehouse)

You may search information of transferred items or enter its process.

1. Click [Refresh] after selecting search period and type, and status.
2. Double-click one of the searched results for detail information.
3. Clicking [New] provides transferring inventory window.

1. Select either Move store or Move warehouse.

2. Enter date, store, and warehouse.
3. Click [Search] for items.
4. Click [Save] and store out after entering barcode, Qty.out, and remark.

##### ● Note:

- Warehouse transfer is reflected in inventory status right after the process.
- Store transfer can only be reflected in inventory status if you finish purchase process.

## Manage Inventory

### 8. Inventory asset adjustment status

#### 8.1 Inventory asset adjustment status

Menu for searching information for inventory asset adjustment.

You may search information about inventory asset adjustment.

1. Select search period and transaction type, and click [View].

#### 9. Inventory asset adjustment status by reason

Menu for searching inventory asset adjustment by reason.

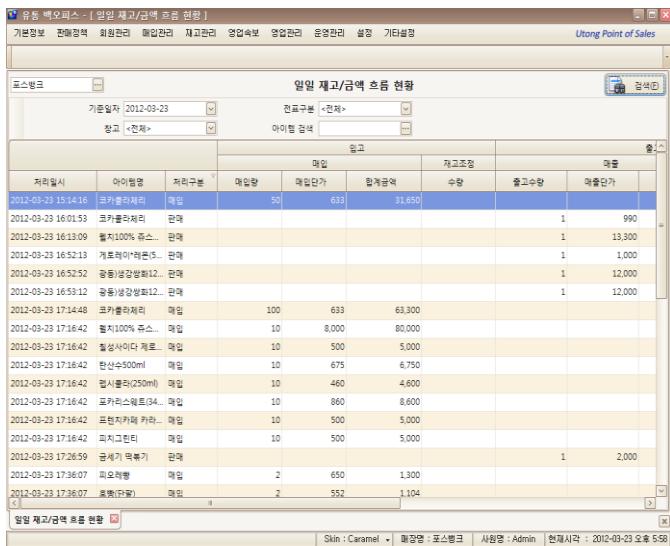
You may search details for inventory asset adjustment by reason.

1. Click [Search] after selecting item and reason for adjustment.

## Manage Inventory

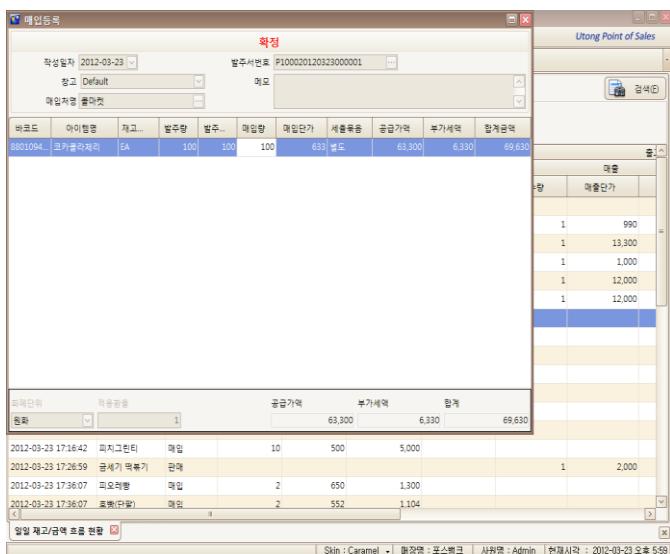
### 10. Daily Inventory Flow Status

#### 10.1 Daily Inventory Flow status



Menu for searching daily inventory flow.

#### 10.2 Daily Inventory Flow status (Detail information)



You may search all tasks about daily inventory change.

1. Select a date and transaction type.
2. Click [Search] after selecting a warehouse and item.
3. Search based on type of process and warehousing.

You may double-click to check detail information of one of the results under daily inventory flow.

- Purchase: Purchase processing screen.
- Sales: Menu displaying the receipt detail
- Inventory adjustment: menu for inventory adjustment.
- Move store/warehouse: You may find inventory transfer.



# SALES REPORTS

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## Sales Reports

### 1. Daily Sales Detail

#### 1.1 Daily Sales Detail

일일매출상세내역									
거래일자	거래처명	개고	국적	수량	작용증정	매출액	할인금액	제출비	합산(현금)
2012-05-11 15:49:05	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-11 15:52:30	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-11 16:00:28	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-11 17:10:14	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-11 17:13:07	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-11 17:18:28	0-기부	EA	EA	1	1,000	1,000	0	500	500
2012-05-11 17:23:28	0-기부	EA	EA	1	1,000	1,000	0	500	500
2012-05-11 17:44:57	0-기부	EA	EA	5	1,000	5,000	0	1,000	5,000
2012-05-11 17:51:38	0-기부	EA	EA	5	1,000	5,000	0	0	5,000
2012-05-11 17:53:11	0-기부	EA	EA	5	1,000	5,000	0	0	5,000
2012-05-11 17:54:59	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-11 17:55:08	0-기부	EA	EA	3	1,000	3,000	0	0	3,000
2012-05-11 17:56:57	0-기부	EA	EA	2	1,000	2,000	0	0	2,000
2012-05-11 18:11:18	0-기부	EA	EA	5	1,000	5,000	0	0	5,000
2012-05-11 18:13:38	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-11 18:20:07	0-기부	EA	EA	10	1,000	10,000	0	0	10,000
2012-05-11 19:01:58	0-기부	EA	EA	1	1,000	1,000	0	700	300
2012-05-11 19:03:29	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-11 19:12:41	0-기부	EA	EA	-1	1,000	-1,000	0	0	-700
2012-05-11 19:42:51	0-기부	EA	EA	-1	1,000	-1,000	0	0	-400
2012-05-14 08:32:30	0-기부	EA	EA	1	1,000	1,000	0	0	1,000
2012-05-14 08:54:28	0-기부	EA	EA	-1	1,000	-1,000	0	0	-1,000
합계(현금)				1	1,250	1,250	0	0	1,250
2012-05-14 15:31:12	0-기부	EA	EA	1	11,700	11,700	0	0	16,320
수령자(현금/현금)				1	1,370	1,370	0	0	1,370
2012-05-14 15:32:10	0-기부	EA	EA	1	12,800	12,800	0	0	14,800
직원(현금)				1	1,500	1,500	0	0	14,800
합계(현금)				303	11,188,660	2,800	0	1,019,510	0 88,900 99,770 8,500
영수증별 매출현황									
날짜 2012-03-23 ~ 2012-03-23									
포스기기 <전체> 영수증번호									
전표날짜	전표증정	영수증번호	순매출	결제금액	정산(현금)	정산(카드)	현금 카드 외	메모	
포스기기: POS#1 [8]									
2012-03-23	관객모드	100010201203231...	990	990	990	0	0		
2012-03-23	관객모드	100010201203231...		50,000	50,000				
2012-03-23	관객모드	100010201203231...		100,000	100,000				
2012-03-23	관객모드	100010201203231...	13,300	13,300	13,300				
2012-03-23	관객모드	100010201203231...	1,000	1,000	1,000				
2012-03-23	관객모드	100010201203231...	12,000	12,000	12,000				
2012-03-23	관객모드	100010201203231...	12,000	12,000	12,000				
2012-03-23	관객모드	100010201203231...	2,000	2,000	2,000				
합계(현금)				41,290	191,290	191,290	0	0	0
영수증별 매출현황									
날짜 2012-03-23 ~ 2012-03-23									
포스기기: Caramel 영수증: 포스링크 사용자: Admin 현재시간: 2012-03-23 오후 5:59									

Menu for searching daily sales information.

You may search daily sales information by period.

1. You may search by selecting search period/ employee name/receipt number/POS device.
2. You can search various sales information based on sales date and name of items.

### 2. Sales status by Receipt

영수증별 매출현황									
날짜	포스기기	영수증번호	정산(현금)	정산(카드)	현금 카드 외	메모	날짜	포스기기	영수증번호
2012-03-23	POS#1 [8]	100010201203231...	990	990	990				
2012-03-23	관객모드	100010201203231...		50,000	50,000				
2012-03-23	관객모드	100010201203231...		100,000	100,000				
2012-03-23	관객모드	100010201203231...	13,300	13,300	13,300				
2012-03-23	관객모드	100010201203231...	1,000	1,000	1,000				
2012-03-23	관객모드	100010201203231...	12,000	12,000	12,000				
2012-03-23	관객모드	100010201203231...	12,000	12,000	12,000				
2012-03-23	관객모드	100010201203231...	2,000	2,000	2,000				
합계(현금)				41,290	191,290	191,290	0	0	0
영수증별 매출현황									
날짜 2012-03-23 ~ 2012-03-23									
포스기기: Caramel 영수증: 포스링크 사용자: Admin 현재시간: 2012-03-23 오후 5:59									

Menu for searching sales information by receipt.

You may search sales information in detail by receipt.

1. Select search period/POS device/receipt number and start searching.
2. You may search sales information based on POS device/transaction type/receipt number.
3. If you double-click one of the searched results, receipt detail will show up.

## Sales Report

### 3. Sales Status by Employee

#### 3.1 Sales status by employee

사원명	전표건수	수매출	부가세액	정산(현금)	정산(카드)	현금 카드 외
Admin	1	2,000	182	2,000		
Cashier	7	39,290	3,572	189,290		
		41,290	3,754	191,290	0	0

Menu for searching sales information by employee.

You may search sales information by employee.

1. Click [Search] after selecting search period and employee.
2. You may be able to search number of transaction by employee, sales status by payment method.

#### 4. Sales Status by Sales Hour

시간	전표건수	수매출	부가세액	정산(현금)	정산(카드)	현금 카드 외
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16	7	39,290	3,572	189,290		
17	1	2,000	182	2,000		
18						
19						
20						
21						
22						
23						
	8	41,290	3,754	191,290	0	0

Menu for searching sales information by sales hour.

You may search sales information by sales hour.

1. Click [Search] after selecting search period.
2. You are able to search sales information in 24 hours.

## Sales Report

### 5. Sales Status by Sales Hour2

#### 5.1 Sales Status by Sales Hour2

POS System Sales Status by Sales Hour2

날짜	전표건수	매출액	평균가
2012-05-14	50	514,730	10,274
2012-05-11	20	44,000	2,200

시간	전표건수	매출액	평균가
08	2	0	0
09	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
13	0	0	0
14	0	0	0
15	4	49,820	12,455
16	5	50,840	10,168
17	0	100,760	25,190
18	6	85,420	14,237
19	8	54,800	6,850
20	12	146,300	12,192
21	12	122,200	10,183
22	1	5,250	5,250
23	0	514,730	10,274
Sum	50	514,730	10,274
	20	44,000	2,200

Menu for searching sales information by sales hour.

### 6. Sales Status by Supplier

POS System Sales Status by Supplier

날짜	전표건수	매출액	평균가
2012-03-23	6	41,290	37,536
2012-03-23	2	14,290	12,991

Menu for searching sales information by supplier.

You may select 2 dates of sales information and compare the sales hours.

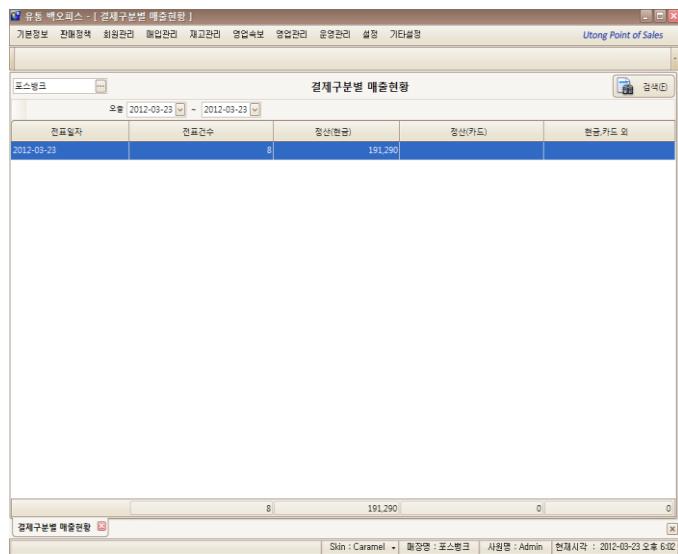
1. Click [Search] after selecting two sales hours.
2. Compare the two cases based on number of transactions and sales information

You may search sales status of items by supplier/customer.

1. Click [Search] after selecting search period/supplier/item.
2. You may find sales information based on supplier/customer/sales amount by item.

### 7. Sales Status by Payment

#### 7.1 Sales status by payment



Menu for searching sales information by payment.

You may find sales status by payment type.

1. Click [Search] after selecting search period.
2. You may find sales information such as cash/card (credit+offline)/credit card/offline credit card/sales on credit.



## MANAGE SALES

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## Manage Sales

### 1. Daily Sales Report

#### 1.1 Daily sales report

분류명	포스팅크 POS#1		합계	
	수량	금액	수량	금액
총매출	8	42,100	8	42,100
할인금액	2	810	2	810
손매출	6	41,290	6	41,290
공급기액	6	37,536	6	37,536
부가세액	6	3,754	6	3,754
반품금액				
배송금액				
외상수금				
Store Credit/Refund				
선수금	2	10,400	2	10,400
(별첨) 충전상품권	2	150,000	2	150,000
(별첨) 전액반환상품권				
(별첨) 회수상품권				
(별첨) 상품권합계	2	150,000	2	150,000
(별첨) 현금	13	203,690	13	203,690
(별첨) 신용카드				
(별첨) 수거카드				
(별첨) 직불카드				
영업일보				

Menu for searching daily sales report.

You may search sales information on certain dates.

1. Select date and click [Search].
2. You may find information such as sales amount by POS, by payment/refund.

#### 2. Monthly sales report

분류명	포스팅크 POS#1		합계	
	수량	금액	수량	금액
총매출	8	42,100	8	42,100
할인금액	2	810	2	810
손매출	6	41,290	6	41,290
공급기액	6	37,536	6	37,536
부가세액	6	3,754	6	3,754
반품금액				
배송금액				
외상수금				
Store Credit/Refund				
선수금	2	10,400	2	10,400
(별첨) 충전상품권	2	150,000	2	150,000
(별첨) 전액반환상품권				
(별첨) 회수상품권				
(별첨) 상품권합계	2	150,000	2	150,000
(별첨) 현금	13	203,690	13	203,690
(별첨) 신용카드				
(별첨) 수거카드				
(별첨) 직불카드				
영업월보				

Menu for searching monthly sales report.

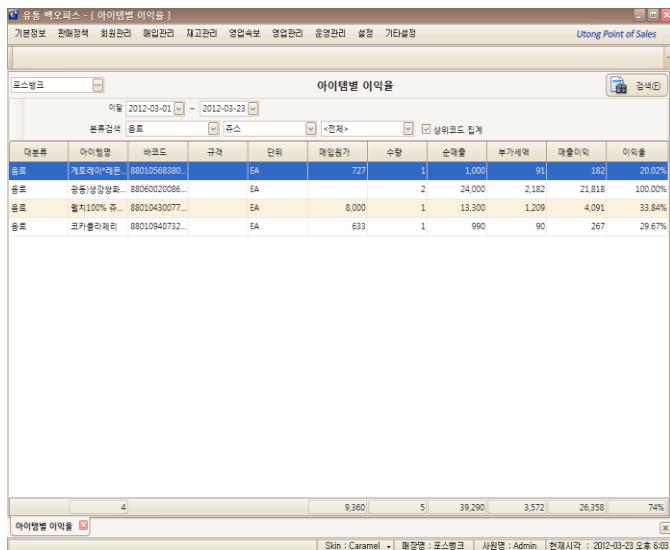
You may search sales information of certain months.

1. Click [Search] after selecting a month you want to search.
2. You may find information such as sales amount by POS, by payment/refund.

## Manage Sales

### 3. By Item

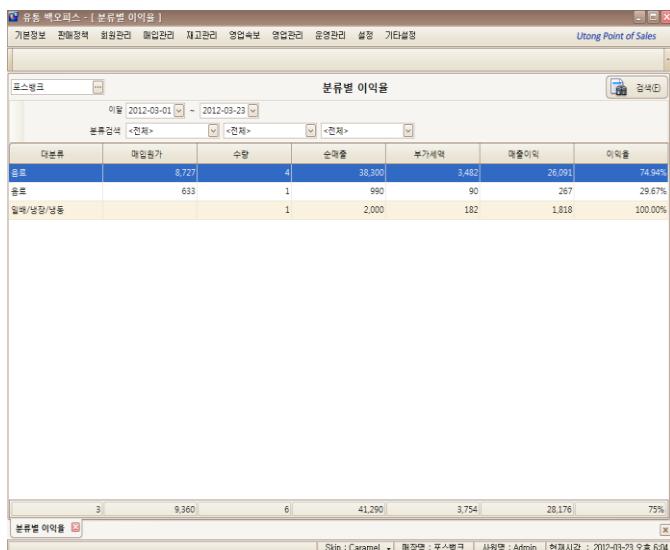
#### 3.1 Profit Margin by Item



대분류	아이템명	바코드	규격	단위	매입Unit	수량	순매출	부가세액	매출이익	이익률
음료	계포레이온	88010568380		EA		727	1,000	91	182	20.02%
음료	광동상강정화	88040020086		EA		2	24,000	2,182	21,818	100.00%
음료	펩시100% 쥬	88010430077		EA		8,000	1	13,300	1,209	4,091 33.84%
음료	크카콜라제리	88010940732		EA		633	1	990	90	267 29.67%

Menu for searching profit margin by item.

#### 3.2 Profit Margin by Category



대분류	매입Unit	수량	순매출	부가세액	매출이익	이익률
음료	8,727	4	38,300	3,482	26,091	74.94%
음료	633	1	990	90	267	29.67%

Menu for searching profit margin by category.

You may search sales profit of items sold periodically.

1. Click [Search] after selecting search period and category.
2. You are able to find the amount of items and sales profit under certain period you search.
3. If you double-click certain item under search, you may find inventory ledger.

You may search profit margin of items sold periodically.

1. Click [Search] after selecting search period and category.
2. You are able to find the amount of items and sales profit under certain period you search.
3. If you double-click certain item under search, you may find inventory ledger.

## Manage Sales

### 3. By Item

#### 3.3 Profit Margin by User Defined Group

사용자정의 그룹	매입원가	수량	순매출	부가세액	매출이익	이익률
1.100원	8,727	5	40,300	3,664	27,309	76.18%
	633	1	990	90	267	29.67%
	9,360	6	41,290	3,754	28,176	75%

 The interface also includes a search bar for 'Category' and a date range from 2012-03-01 to 2012-03-23. The bottom status bar shows 'Skin : Caramel' and '현재시간 : 2012-03-23 오후 6:04'."/>

Menu for searching profit margin by user-defined group.

#### 3.4 Sales Total by Item

아이템명	바코드	규격	단위	수령	공급가액	순매출	부가세액	분류등록률
거트레이\*헤론...	8801056838010		EA	1	909	1,000	91	2.55%
광중\*강당화...	8806002008684		EA	2	21,818	24,000	2,182	61.08%
율로	활자100% 주...	8801043007702	EA	1	12,091	13,300	1,209	33.85%
율로	크카풀리자리	8801094073206	EA	1	900	990	90	2.52%
				5	35,718	39,290	3,572	
■ 분류명: 유통								
■ 분류명: 일체/방장/냉동								
일체/냉장/...	금자기 역류기	8809157131009	EA	1	1,818	2,000	182	100.00%
1				1	1,818	2,000	182	
					37,536	41,290	3,754	

 The interface also includes a search bar for 'Category' and a date range from 2012-03-01 to 2012-03-23. The bottom status bar shows 'Skin : Caramel' and '현재시간 : 2012-03-23 오후 6:05'."/>

Menu for searching sales information by item.

You may search profit margin by user-defined group.

1. Click [Search] after selecting search period and category.
2. You may find information for sales according to user-defined group you selected when creating items.
3. If you double-click certain item under search, you may find profit margin by item.

You may find sales total by item.

1. Click [Search] after selecting search period and item.
2. You may find total data of sales information of an item and share.
3. If you double-click certain item under search, you may find inventory ledger.

## Manage Sales

### 3. By Item

#### 3.5 Sales Total by Category

제품ID	카테고리	단위	수량	판매액	부가세액	수령액율	금액율
38,000	우유	EA	4	38,300	3,482	66.67%	92.76%
1,100	우유	500ml	1	990	90	16.67%	2.40%
2,000	밀가루/설탕	EA	1	2,000	182	16.67%	4.84%

Menu for searching sales information by category.

You may search total sales by category.

1. Click [Search] after selecting search period and category.
2. You may find sales information and its share by category.
3. If you double-click certain item under search, you may find menu for total sales by item.

#### 3.6 Sales Total by User-Defined Group

그룹ID	그룹명	단위	수량	판매액	부가세액	수령액율	금액율
1	1.100원	EA	5	40,300	3,664	83.33%	97.60%
2	1.100원	EA	1	990	90	16.67%	2.40%

Menu for searching sales information by user-defined group.

You may search total sales by user-defined group.

1. Click [Search] after selecting search period/main supplier/category.
2. You may find information for sales and share according to user-defined group you selected when creating items..
3. If you double-click certain item under search, you may find inventory ledger.

## Manage Sales

### 3. By Item

#### 3.7 Best/Worst by Item

The screenshot shows a table titled '아이템별 Best/Worst' (Best/Worst by Item). The table lists 19 items, each with a rank, item name, quantity, sales amount, and various percentage metrics. The items are sorted by sales amount in descending order. The interface includes a search bar and filter options at the top.

순위	아이템명	판매량	판매액	판매율	판매금액	판매량	판매율	판매량	판매액	판매율	판매량	판매액	판매율	
1	제작일(10)	2012-09-17	19	282,200	6.27%	22.08%								
2	세이온(74)	2012-09-30	43	139,100	14.19%	11.70%								
3	디플러온(70)	2012-09-17	10	128,000	3.30%	10.77%								
4	영통수이스(69)	2012-09-30	62	123,800	20.46%	10.42%								
5	개밥풀(5)	2012-06-05	26	82,550	-14	8.58%	6.94%							
6	디아망치	2012-06-01	7	81,900	-1	2.31%	6.89%							
7	수파송회침침이	2012-09-23	7	69,400		2.31%	5.84%							
8	동엇(4)	2012-05-17	4	66,000		1.32%	5.55%							
9	스프링날짜구나(3)	2012-09-23	7	49,800		2.31%	4.19%							
10	간자반	2012-05-14	44	44,000		14.52%	3.70%							
11	포领会(기호화된(2))	2012-06-01	17	42,500	-17	5.61%	3.58%							
12	스프링날짜(1)	2012-06-01	19	34,550	-2	6.27%	2.91%							
13	마늘쫑(1)	2012-05-17	13	19,500		4.29%	1.64%							
14	글리스(화장사(1))	2012-05-17	3	17,400		0.99%	1.46%							
15	황구국주정	2012-05-21	4	8,500		1.32%	0.72%							
16	농심라면(우동)(9)	2012-05-15	10	7,600	20	2012-05-15	6.00	6.00	3.30%	0.64%	62.89%			
17	호카솔라(5)	2012-06-05	2	4,600	-2		0.66%	0.39%						
18	농사작소주류(3)	2012-05-17	4	3,920		1.32%	0.11%							
19	총각풀(1)	2012-05-17	2	3,340		0.66%	0.28%							

Menu for searching sales information for best/worst items.

#### 3.8 Inventory Total By Old Item

The screenshot shows a table titled '판매부진 재고현황' (Inventory Status for Poor Sales). The table lists 5 items, each with a rank, item name, barcode, quantity, and status. The items are sorted by quantity in descending order. The interface includes a search bar and filter options at the top.

순위	아이템명	바코드	규격	단위	재고량	재고상태	최종 판매
1	크카풀죽제리	8801094073206		EA	149	진행	2012-03-23 오후 4:01
2	필지100% 퓨스세트...	8801043007702		EA	9	진행	2012-03-23 오후 4:13
3	개별화이트콘(500ml)	8801056838010		EA	-1	진행	2012-03-23 오후 4:52
4	공동기상감기화120ml...	8804002008684		EA	-2	진행	2012-03-23 오후 4:55
5	글세기 국수기	8809157131009		EA	-1	진행	2012-03-23 오후 5:26

Menu for searching unpopular items.

You may search Best and worst item according to sales amount or quantity in certain period of time.

1. Click [Search] after selecting search period/sort order/user-defiend group/quantity/amount condition.
2. You may find sorted order based on searching condition of an item.
3. Quantity / amount: Larger value will be searched than on one displayed.
4. If you double-click certain item under search, you may find inventory ledger.

You may search inventory of an item that is not popular from the past.

1. Click [Search] after selecting search date/Inventory/Inventory status.
2. You may find the listed items from the most unpopular ones.

## Manage Sales

### 3. By Item

#### 3.9 Total Sales by New Item

순위	아이템명	최초 등록	최종 판매	판매량	판매금액	현재고	주매입처	수령점유율	금액점유율
1	오에스 1box	2012-03-26	2012-03-26	2	5,000	-2		50.00%	60.24%
2	푸드스 1box	2012-03-26	2012-03-26	1	2,300	-1		25.00%	27.71%
3	케토레이아이언(500ml)	2012-03-20	2012-03-23	1	1,000	-1		25.00%	12.05%

Menu for searching sales for new products.

#### 3.10 Total sales ranking by sales price.

순위	판매 금액	판매량	판매금액	수령점유율	금액점유율
1	15	2,840	43,841	50.23%	50.5%
2	10	1,329	13,290	25.51%	15.25%
3	20	502	10,040	8.88%	11.55%
4	25	305	7,625	5.39%	8.77%
5	8	161	1,208	2.85%	1.39%
6	45	145	6,537	2.56%	7.52%
7	11	78	858	1.38%	0.99%
8	5	42	210	0.74%	0.24%
9	12	39	468	0.69%	0.54%
10	9	31	281	0.55%	0.32%
11	14	28	386	0.50%	0.44%
12	19	26	494	0.46%	0.57%
13	11	8	91	0.14%	0.11%
14	23	6	135	0.11%	0.16%
15	18	6	108	0.11%	0.12%
16	14	6	84	0.11%	0.10%
17	5	5	23	0.09%	0.03%
18	41	5	203	0.09%	0.23%
19	100	4	400	0.07%	0.46%

Menu for searching sales ranking by price.

You may search sales of an item created in certain period.

1. Click [Search] after selecting search period/date created/ sort order/main supplier/priority.
2. You may find the item information in the order you selected.
3. If you double-click certain item under search, you may find inventory ledger.

You may search the amount of sold items or quantity under search period.

1. Click [Refresh] after selecting search period/sort order/sales amount/ranking.
2. You may find sales information for amount or quantity of an item or its shares sold in the period.

## Manage Sales

### 3. By Item

#### 3.11.1 Item D/C Summary – Total discount

Menu for searching item discount summary.

You may search sales information for discounted items under search period.

1. Select the tab for total discount.
2. Select search period and item and click [Refresh].
3. You may find total sales for discounted items.

#### 3.11.2 Item D/C Summary – Total transaction

You may search sales information for discounted items by transaction under search period.

1. Select the tab for the total transaction.
2. Click [Refresh] after selecting search period and item.
3. You may search total sales for discounted items and its discount information.
4. If you double-click sales information of a certain item, receipt details will show up.

### 4. By Supplier

#### 4.1 Profit Margin by Supplier

주매입처	휘급 아리얼 가...	수량	순마출	부가세액	매출이익	이익률	수량증율	금액증율
AndreKimShop	8	10	13,140	1,555	-28,465	-245.69%	1,111%	10.16%
PosBack	5	1	20	10	50.00%	1,111%	0.02%	
UP supply Inc	3	5	45	5	-35	-87.50%	5.56%	0.03%
	132	74	116,182	115,702	99.59%	82.22%	88.79%	

 The bottom of the interface shows summary statistics: 148, 90, 129,387, 1,560, 87,214, and 68%."/>

Menu for searching profits by supplier.

You may search sales information and its profit margin by supplier under search period.

1. Click [Search] after selecting search period and main supplier.
2. You may search sales information of an item and its share by supplier.
3. If you double-click sales information of a certain item, profit margin by supplier will show up.

#### 4.2 Sales Total by Supplier

주매입처	공급가액	부가세액	순마출	공급가액	부가세액	순마출
AndreKimShop	226,638	6,731	233,369	11,585	1,555	13,140
PosBack	45,909	35	45,944	20		20
ums	4,132	103	4,235	40	5	45
UP supply Inc	128,532	6,394	134,926	116,182		116,182
	350,019	444	350,463			

 The bottom of the interface shows summary statistics: 5, 755,230, 13,708, 768,938, 127,827, 1,560, and 129,387."/>

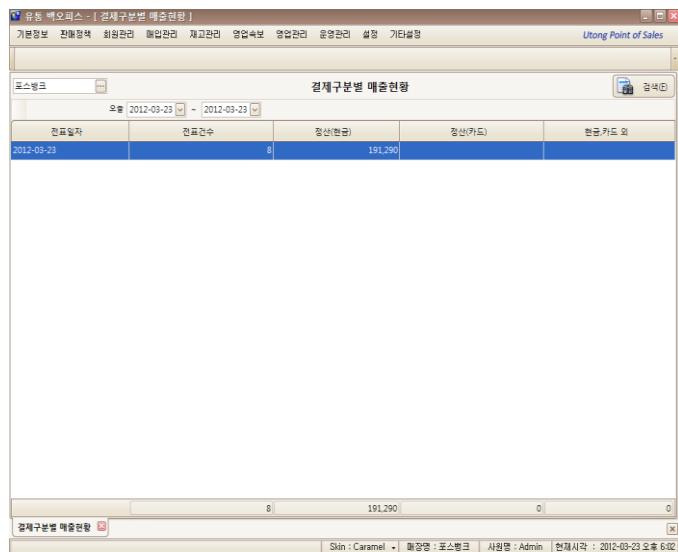
Menu for searching sales information by supplier.

You may search the total sales information by supplier.

1. Click [Search] after selecting supplier under search period.
2. You may find the accumulated total sales and total sales information in the month by supplier.

### 4. By Supplier

#### 4.3 Best/Worst by Supplier



Menu for searching sales information for best/worst items by supplier.

You may search best/worst leve of contribution by supplier.

1. Click [Search] after selecting search period/sort order/ranking.
2. You may search the purchased items in best and worst based on the total sales amount.
3. If you double-click sales information of a certain supplier, best and work menu by item will show up.

## Manage Sales

### 4. By Supplier

#### 4.4.1 Purchase Sales Status – By supplier in total

Menu for searching Purchase Sales Status by supplier.

You may search the Purchase Sales Status by supplier.

1. Select a tab by supplier.
2. Click [Search] after selecting search period and item.
3. You may find purchase/sales information and its profit by supplier.

#### 4.4.2 Purchase Sales Status (By period)

Menu for searching Purchase Sales Status by period.

You may search Purchase Sales Status by period.

1. Select the tab for purchase/sales details by period.
2. Click [Search] after selecting search period/type purchase and sales adjustment.
3. You may find information after purchase/sales adjustment.

## Manage Sales

### 5. Refund Status

#### 5.1 Total refund by item

순위	대분류	아이템명	바코드	규격	제작단위	매입원가	수량	판매총	부가세액	수령점유율	금액점유율
1	과자류	오에스 1box				1,318	1	-2,500	-220	50.00%	71.63%
2	음료	크카콜리제리 880109407...		EA		633	-1	-990	-90	50.00%	28.37%

Menu for searching refund information by item.

You may search total refund information by item.

1. Click [Search] after selecting search period/main supplier.
2. You may search item quantity and its share of sales refund under a search period.
3. If you double-click a certain item under search, inventory ledger will show up.

#### 5.2 Total refund by supplier

순위	주체입체	매입원가	수량	판매총	부가세액	수령점유율	금액점유율
1	포스뱅크	1,318	1	-2,500	-220	50.00%	71.63%
2	크카콜리제리	633	-1	-990	-90	50.00%	28.37%

Menu for searching refund information by supplier.

You may search total refund information by supplier.

1. Click [Search] after entering search period/sort order (amount/quantity), priority.
2. You may search item quantity and its share of sales refund under a search period.
3. If you double-click a certain item under search, total refund menu by item will show up.

## Manage Sales

### 5. Refund Status

#### 5.3 Return Total by Reason

순위	반품사유	매입원가	수량	순매출	부가세액	수령점유율	금액점유율
1	고객변심	1,951	-4	-5,490	-91	50.00%	63.57%
2	손상		-1	-1,000	-91	25.00%	18.21%
3	안종출		-1	-1,000	-91	25.00%	18.21%

 The total refund amount is -5,490, and the total quantity is -4. The menu also includes a search bar and a list of refund reasons at the bottom."/>

Menu for searching refund information by reason.

You may search total refund information by reason.

1. Click [Search] after entering search period/sort order (amount/q'ty), priority/main supplier.
2. You may find refund q'ty, sales information, shares according to the refund reasons.

#### 5.4 Return Item Total by Store

순위	매장명	매입원가	수량	순매출	부가세액	수령점유율	금액점유율
1	포스뱅크	1,951	-4	-5,490	-91	100.00%	100.00%

 The total refund amount is -5,490, and the total quantity is -4. The menu also includes a search bar and a list of refund stores at the bottom."/>

Store refundInformation Menu for searching

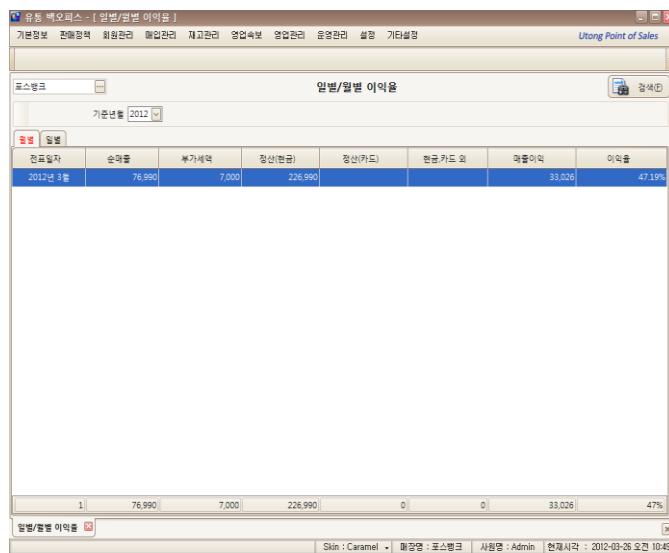
You may find total refund information by store.

1. Click [Search] after entering search period/sort order (amount/q'ty), priority.
2. You may find refund q'ty, sales information, shares according to store.
3. If you double-click a certain information under search, total refund menu by item will show up.

## Manage Sales

### 6. BY DATE

#### 6.1 Profit Margin (Date/Month)



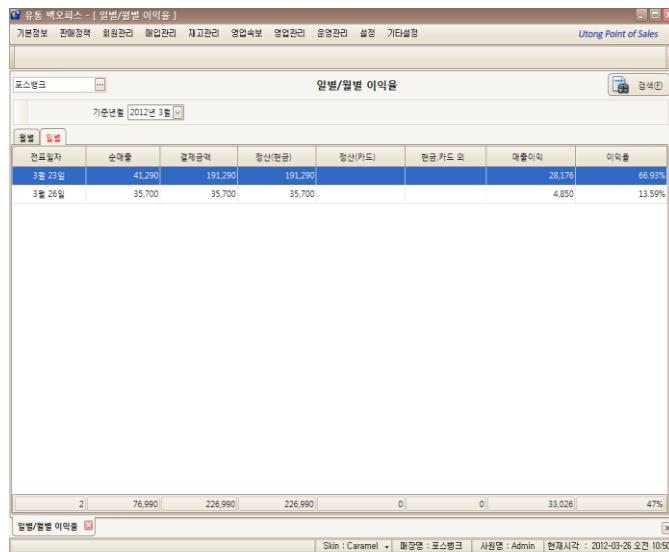
선택일자	수매출	부가세액	정산(현금)	정산(카드)	현금,카드 외	매출이익	이익률
2012년 3월	76,990	7,000	226,990			33,026	47.19%

Menu for searching monthly profit margin.

You may search monthly profit on this menu.

1. Select a monthly tab.
2. Click [Search] after selecting a year you want to search.
3. You may find monthly sales information and profit of the year.
4. If you double-click a certain information under search, total refund menu by item will show up.

#### 6.2 Profit Margin (Date/Month)



선택일자	수매출	결제금액	정산(현금)	정산(카드)	현금,카드 외	매출이익	이익률
3월 23일	41,290	191,290	191,290			28,176	66.93%
3월 26일	35,700	35,700	35,700			4,850	13.59%

Menu for searching profit by day.

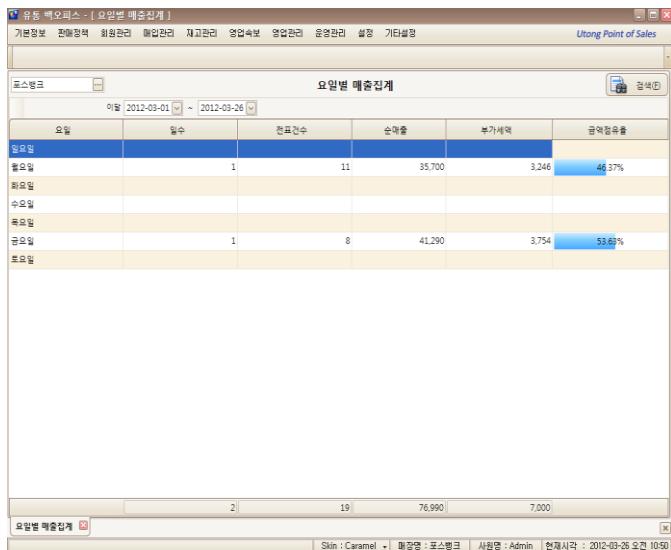
You may search profit margin by day.

1. Click [Search] after selecting month and year.
2. You may find sales information and profit in the month.

## Manage Sales

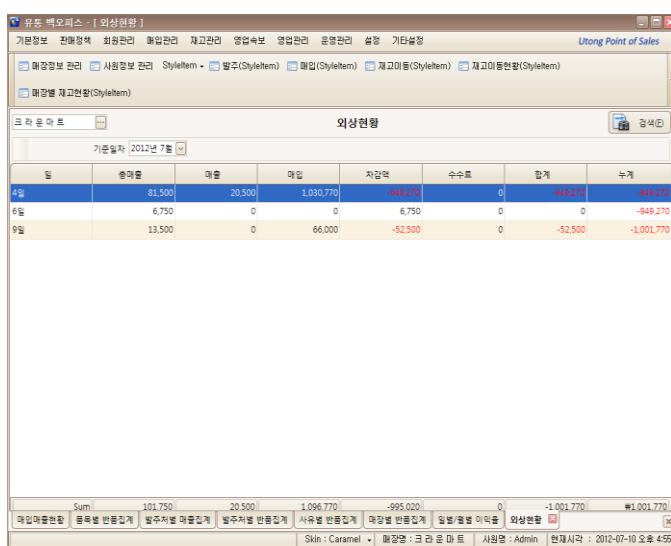
### 6. BY DATE

#### 6.3 Total Sales by Date



Menu for searching sales Information by day.

#### 6.4 Status of Sales on Credit



Menu for searching information for sales on credit.

This menu enables users to search sales by day.

1. Click the [Search] button after selecting search period.
2. You may count store share and search sales information by day.

You may search closing details for sales/purchase on credit.

1. Click [Search] after selecting a month.
2. You may find closing statements for sales/purchase on credit in the month.

## Manage Sales

### 6. By Date

#### 6.5 Profit Ratio compared to Sales

Menu for searching sales information compared to period.

You may search monthly total and daily total for this year and last year.

1. Click [Search] after selecting a year.
2. You may search monthly sales total for this year and the year before.
3. You may find the information on the grid on the lower side.

#### 6.6 Sales Status by period

Menu for searching sales information by period.

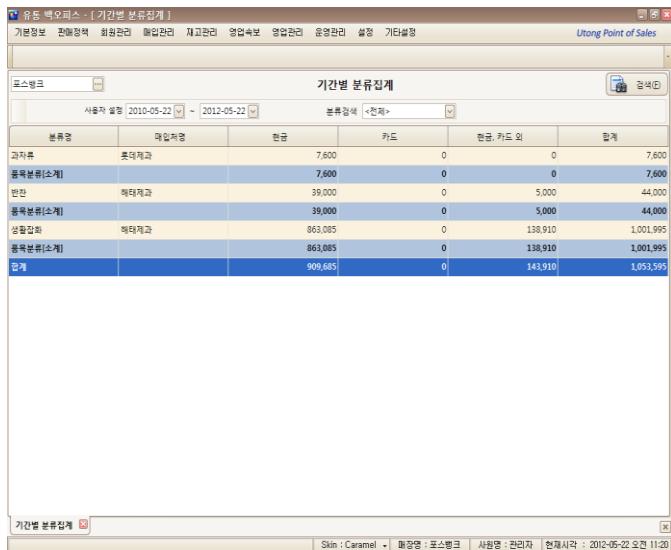
You may search sales status by period.

1. Click [Search] by selecting date/POS device.
2. You may find sales information according to date and month.
3. You may also find sales information according to year.

## Manage Sales

### 6. By Date

#### 6.7 Sales Total by Season



기간별 분류집계

기준일자 : 2010-05-22 ~ 2012-05-22

분류명	매입처명	현금	카드	현금+카드	합계
과자류	롯데제과	7,600	0	0	7,600
품목분류[소계]		7,600	0	0	7,600
반찬	롯데제과	39,000	0	5,000	44,000
품목분류[소계]		39,000	0	5,000	44,000
상화집회	롯데제과	863,085	0	138,910	1,001,995
품목분류[소계]		863,085	0	138,910	1,001,995
합계		909,685	0	143,910	1,053,595

Menu for searching sales information by period.

#### 6.8 Sales Total by Season



시즌별 판매집계

기준일자 : 2011 ~ 2012

년도	2011	2012	합계
현금	0	0	0
카드	0	0	0
현금+카드	0	0	0

Menu for searching total sales by season.

You may search sales by category.

1. Click [Search] after selecting search period and category.
2. You may find sales information according to category/supplier/payment method under the search period.

You may search monthly sales on this menu.

1. Click [Search] after selecting search period and sort order.
2. You may find sales information and share for season/event.

## Manage Sales

### 6. By Date

#### 6.9 Season Sales Total by Supplier

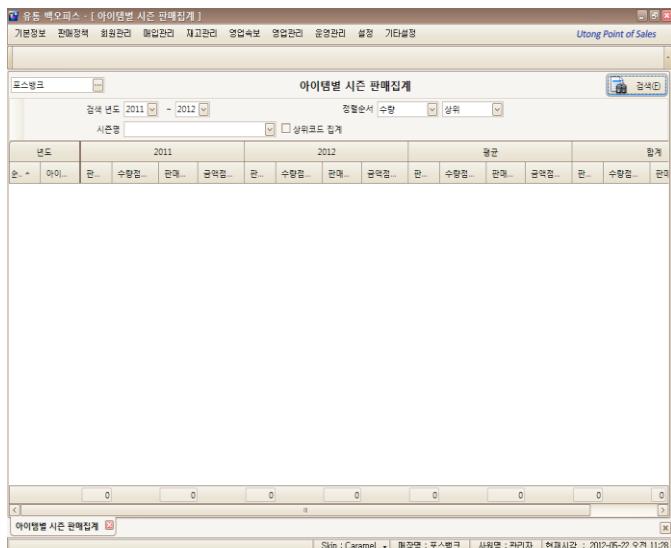


Menu for searching season sales information by supplier.

You may search season sales by supplier.

1. Click [Search] after selecting search period/season name.
2. Sales information and share will be displayed in the order of number of sales and amount of sales by supplier.

#### 6.10 Season Sales Total by Item



Menu for searching information by item.

You may search sales information of items sold in season.

1. Click [Search] after selecting search period and season name.
2. Sales information and share will be displayed in the order of number of sales and amount of sales by supplier.

## Manage Sales

### 7. By Credit Card Type

#### 7.1 Approve/cancel status

포스뱅크	카드브랜드	카드번호	승인번호	결제금액	영수증번호	취소 전표	승인구분
포스뱅크	Amex	123456		15,930	100010201205141000...		수기승인
포스뱅크	Master	5555555		20,580	100012201205171000...		수기승인
포스뱅크	Visa	5231445222		1,000	100012201205111000...		수기승인
포스뱅크	Visa	365453131		-1,000	100012201205111000...		수기승인취소
포스뱅크	Visa	1122394455		1,000	100012201205141000...		수기승인
포스뱅크	Visa	665544		-1,000	100012201205141000...		수기승인취소
포스뱅크	Visa	123456		23,250	100012201205171000...		수기승인

Menu for searching approval and cancel information by card company.

#### 7.2 Sales Total by Credit Card/Supplier Type

카드브랜드	결제방식	결제금액	승인구분
Amex	수기카드	15,930	수기승인
Master	수기/인터넷	20,580	수기승인
Visa	수기카드	25,250	수기승인
Visa	수기카드	-2,000	수기승인취소

Menu for searching Sales Total by Credit Card/supplier Type.

You may search approval and cancel information by card company on this menu.

1. Click [Search] after selecting search period/approval type/approval number/card brand.
2. It will search credit card status under a search period. (including offline credit cards)

You may search sales total by card company or supplier.

1. Click [Search] after selecting search period/approval type/Payment method/card brand/Entry.
2. You may find sales total by credit card type.

## Manage Sales

### 7. By Credit Card Type

#### 7.3 Card Sales

카드번호	거래일자	아이템명	수량	단가	금액	카드금액	담당자명	영수증번호	카드명
94901905****5117 [10]	2012-05-02 18:4...	사우수아이	1	4,400	4,400	2,000	10001020120502100...		
	2012-05-02 18:4...	두뇌차를고기드시락	1	2,700	2,700	2,200	10001020120502100...		
	2012-05-02 18:4...	동원밀크김자만두	1	3,000	3,000	1,500	10001020120502100...		
	2012-05-03 13:2...	두뇌고기숯불불고도...	1	3,000	3,000	8,000	10001020120503100...		
	2012-05-03 13:2...	보통시마카스티SE	1	10,000	10,000	10,000	10001020120503100...		
	2012-05-03 15:4...	두고마선드	1	1,500	1,500	1,500	10001020120503100...		
	2012-05-04 15:0...	광진복분자	1	6,500	6,500	6,500	10001020120504100...		
	2012-05-04 15:0...	두뇌고기숯불불고도...	1	3,000	3,000	4,200	10001020120504100...		
	2012-05-04 15:1...	광진안동한우송수주...	1	6,200	6,200	10001020120504100...			
94901905****...	2012-05-04 15:1...	두뇌고기숯불불고도...	-1	3,000	-3,000	-4,200	10001020120504100...		
	2012-05-04 15:1...	광진안동한우송수주...	-1	6,200	-6,200		10001020120504100...		
	2012-05-04 15:1...	돈까스맛나게	1	1,000	1,000	1,500	10001020120504100...		
	2012-05-04 15:1...	시가 NO.3	1	2,500	2,500		10001020120504100...		
	2012-05-04 15:1...	돈까스맛나게	-1	1,000	-1,000	-1,500	10001020120504100...		
	2012-05-04 15:1...	시가 NO.3	-1	2,500	-2,500		10001020120504100...		
	2012-05-04 15:1...	일가집(연금조림12...	1	2,000	2,000	1,800	10001020120504100...		
	2012-05-04 15:1...	포현 대식당갈비	1	1,800	1,800		10001020120504100...		
			20	91,300	59,900	45,500			

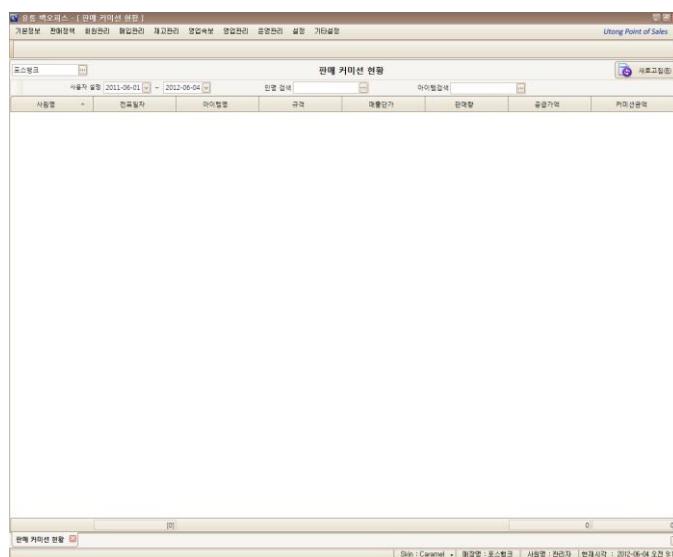
Menu for searching sales information by credit card.

You may search details for card sales.

1. Click [Search] after selecting search period/POS device/Payment method/card brand
2. It will search Sales date/item/sales information by credit card type.

### 8. Sales commission status

#### 8. Sales commission status



Menu for searching sales commission information.

You may search sales commission status for

Store/supplier/customer/employee

1. Click [Refresh] after selecting search period, Personal search, and item search.
2. If you sell items for personal commission, applicable sales information will show up.

## Manage Sales

### 9. Manage fees

#### 9.1 Sales fee total by item category

아이템 분류별 매출 수수료 집계										
제품명	구분	아이템명	아이템코드	매출금액	수량	매출액	수수료 금액	판매기 기준	판매금액율	매장금액율
포스별	기기별	아이템명	아이템코드	매출금액	수량	매출액	수수료 금액	판매기 기준	판매금액율	매장금액율
포스별	기기별	2-1) 대나무(비닐판초콜릿봉)	00000370	9,000	1	9,000	450	5.00%	45.69%	1.93%
포스별	기기별	2-1) 대나무(주기봉봉)	00000369	9,000	1	9,000	450	5.00%	45.69%	1.93%
포스별	기기별	2-1) 바나나오리2000	00000379	1,000	1	1,000	50	5.00%	5.08%	0.21%
포스별	기기별	콜라제기	00000451	700	1	700	35	5.00%	3.55%	0.15%
				41	18,700	985			100	4
포스별	기기별	한정 허니드	00000136	2,700	1	2,700	135	5.00%	2.03%	0.58%
포스별	기기별	디스 층업보드	00000126	21,000	1	21,000	0	0.00%	15.83%	4.51%
포스별	기기별	포장기기스마트	00000106	10,000	1	10,000	500	5.00%	7.54%	2.15%
포스별	기기별	시가 NO.3	00000123	0	0	0	0	5.00%	0.00%	0.00%
포스별	기기별	한자알박99000	00000108	99,000	1	99,000	4,950	5.00%	74.60%	21.25%
				41	132,700	5,585			100	28
포스별	기기별	우리집강장판(대)	00000270	10,000	1	10,000	500	5.00%	69.67%	2.15%
포스별	기기별	우리집강장판(소)	00000269	5,000	1	5,000	250	5.00%	33.33%	1.07%
				2	15,000	750			100	3
포스별	기기별	포스별	00000182	2,400	1	2,400	120	5.00%	100.00%	0.52%
포스별	기기별	포스별	00000182	2,400	1	2,400	120	5.00%	100.00%	0.52%
포스별	기기별	금세기 막국	00000019	2,000	3	6,000	291	5.00%	3.23%	1.29%
포스별	기기별	금세기 막국	00000019	2,000	1	2,000	100	5.00%	1.08%	0.43%
포스별	기기별	금세기 막국기	00000020	2,000	2	4,000	200	5.00%	2.16%	0.86%
포스별	기기별	고마기밥	00000013	1,500	1	1,500	75	5.00%	0.81%	0.32%
포스별	기기별	고마기밥	00000013	1,500	1	1,500	75	5.00%	0.81%	0.32%
				99	465,640	17,331			600	100
아이템 분류별 매출 수수료 집계										
Skin : Caramel   대상장 : 포스별   사용자 : Admin   현재시간 : 2012-05-22 오후 2:09										

Menu for searching fees by items.

#### 9.2 Sales fee total by item category

분류별 매출 수수료 집계										
제품명	구분	아이템명	아이템코드	수량	매출금액	매출금액(기준)	*수수료	합계금액		
분류별	기기별	갈비살/안심등	00000002	3	5,454	5,454	546	8,000		
분류별	기기별	족발갈비등	00000003	3	2,946	2,946	234			
분류별	기기별	족발갈비등	00000008	1	1,091	1,091	109	1,200		
분류별	기기별	갈비살/고기기초장	00000009	6	5,454	5,454	546	6,000		
분류별	기기별	갈비살/고기기초장	00000010	4	3,636	3,636	364	4,000		
분류별	기기별	새우까리	00000011	2	3,090	3,090	310	3,400		
분류별	기기별	우리집간단조리기	00000012	3	4,092	4,092	408	4,500		
분류별	기기별	고기입자	00000013	2	2,728	2,728	272	3,000		
분류별	기기별	원조불고기400g	00000015	1	7,727	7,727	773	8,500		
분류별	기기별	금세기 막국	00000019	4	7,272	7,272	728	8,000		
분류별	기기별	금세기 막국기	00000020	2	3,636	3,636	364	4,000		
분류별	기기별	갈비/남발/남용	00000021	1	2,273	2,273	227	2,500		
분류별	기기별	백갈비(안)185g	00000024	5	13,180	13,180	1,320	14,500		
분류별	기기별	갈비(안)120g	00000027	1	1,818	1,818	182	2,000		
분류별	기기별	갈비(안)180g	00000028	1	1,818	1,818	182	2,000		
분류별	기기별	갈비(안)120g	00000029	1	1,818	1,818	182	2,000		
분류별	기기별	새우김치	00000031	10	40,000	40,000	4,000	44,000		
분류별	기기별	새우가족족족족등등...	00000032	3	2,727	2,727	273	3,000		
분류별	기기별	정성주부단장밥반찬...	00000035	0	0	0	0	0		
분류별	기기별	정성도시락-총각스...	00000037	1	2,345	2,345	225	2,800		
분류별	기기별	정성도시락-총각스...	00000041	2	2,182	2,182	200	2,400		
분류별	기기별	정성도시락-총각스...	00000044	10	27,720	27,720	2,750	30,000		
분류별	기기별	누워사시미-한국식...	00000047	5	12,275	12,275	1,225	13,500		
분류별	기기별	누워사시미-한국식...	00000050	5	13,035	13,035	1,305	15,000		
분류별	기기별	불고기 단백질김치	00000052	1	1,636	1,636	164	1,800		
분류별	기기별	불고기 단백질김치	00000057	3	18,118	18,118	1,882	20,000		
주제	기기별	가스고기김치	00000064	2	3,000	3,000	300	3,300		
주제	기기별	포도쨈등	00000066	1	4,545	4,545	455	5,000		
주제	기기별	포도쨈등	00000071	1	5,931	5,931	581	6,520		
			Sum	99	423,484	423,484	46,640			
분류별 매출 수수료 집계										
Skin : Caramel   대상장 : 포스별   사용자 : Admin   현재시간 : 2012-05-22 오후 2:10										

Menu for searching fees by category.

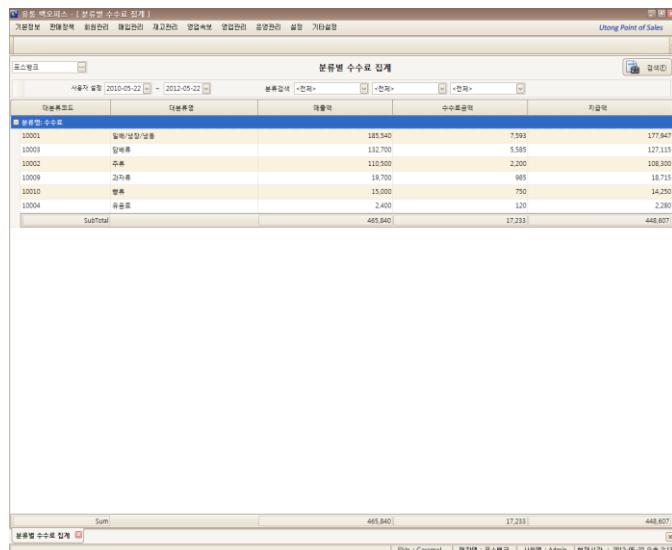
You may search sales fee by category.

1. Click [Search] after selecting search period/POS device/item name.
2. You may find sales information of an item, amount of fees, and share of fees.

## Manage Sales

### 9. Manage Fees

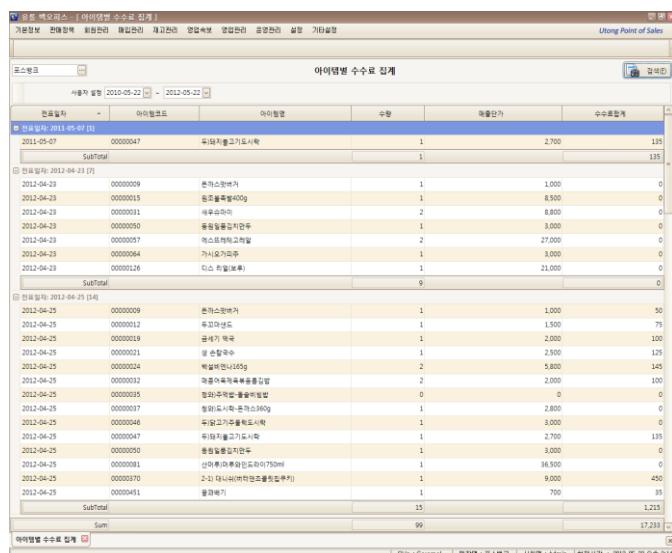
#### 9.3 Sales fee total by item category



포스별코드	포스별명	판매금액	수수료금액	수수료%
10002	국내국제/보통	185,540	7,593	177.84%
10003	일반	132,700	5,565	17.11%
10002	국내	110,800	2,200	18.09%
10009	국내	16,700	965	18.71%
10010	국내	15,000	750	14.29%
10004	국내	2,400	120	2.39%
SubTotal		465,840	17,213	448,607
Sum		465,840	17,213	448,607
분류별 수수료 합계				
Skin : Caramel   테마 : 포스팅크   사용자 : Admin   현재시간 : 2012-05-22 오후 2:13				

Menu for searching fee information by category.

#### 9.4 Total fee by item



포스별코드	포스별명	아이템명	판매	수수료금액	수수료%
전체일자 2012-05-07 [1]		수제차콜기포도사워	1	2,700	13%
SubTotal			1	135	
전체일자 2012-04-23 [7]					
2012-04-23	0000009	쫀득스윗베리	1	1,000	0
2012-04-23	0000015	쫀쫀포카드400g	1	8,500	0
2012-04-23	0000031	세우수수이	2	8,800	0
2012-04-23	0000057	중원율동제자연두	1	3,000	0
2012-04-23	0000057	에스프레소와코랄	2	27,000	0
2012-04-23	0000064	가시나기모주	1	3,000	0
2012-04-23	0000126	디스 히클로(복)	1	21,000	0
SubTotal			9	0	
전체일자 2012-04-21 [4]					
2012-04-25	0000009	쫀득스윗베리	1	1,000	50
2012-04-25	0000012	두고나생도	1	1,500	75
2012-04-25	0000019	글제기 막국	1	2,000	100
2012-04-25	0000021	망 송갈국수	1	2,500	125
2012-04-25	0000024	백설마린나105g	2	5,800	145
2012-04-25	0000032	와콤수제국제용용융김밥	2	2,000	100
2012-04-25	0000035	찰과수국밥-총술비빔밥	0	0	0
2012-04-25	0000037	찰과도시락-총각스360g	1	2,800	0
2012-04-25	0000046	찰과도시락-총각스360g	1	3,000	0
2012-04-25	0000047	우제지 블고기포도사워	1	2,700	13%
2012-04-25	0000050	중원율동제자연두	1	3,000	0
2012-04-25	0000081	난마와이파이드와이750ml	1	36,500	0
2012-04-25	0000070	2-1) 대나리(마카로니드로즈借此滴露)	1	9,000	450
2012-04-25	0000451	풀과기	1	700	35
SubTotal			15	1,215	
Sum			99	17,213	
아이템별 수수료 합계					
Skin : Caramel   테마 : 포스팅크   사용자 : Admin   현재시간 : 2012-05-22 오후 2:14					

Menu for searching fee information by item.

You may compare categories with fees and without fees.

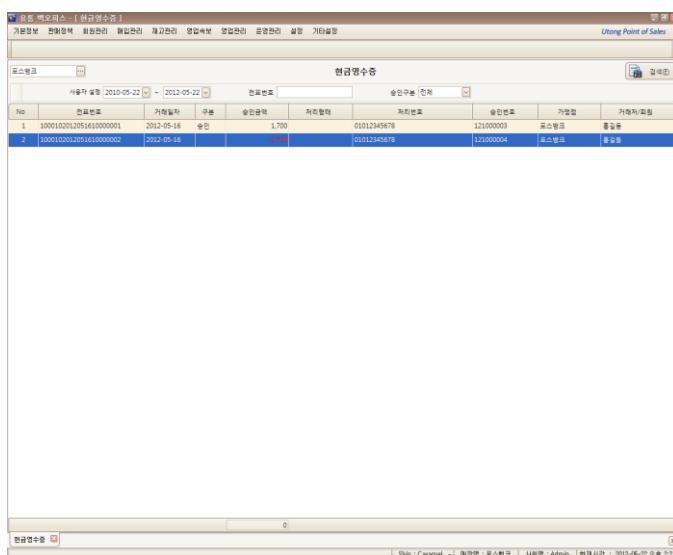
1. Click [Search] after selecting search period and category.
2. You may find sales information of an item, amount of fees, and share of fees.

You may search total fees by item.

1. Click [Search] after selecting search period.
2. You may find total fees and sales information of an item.

### 10. Cash receipt

#### 10.1 Cash receipt



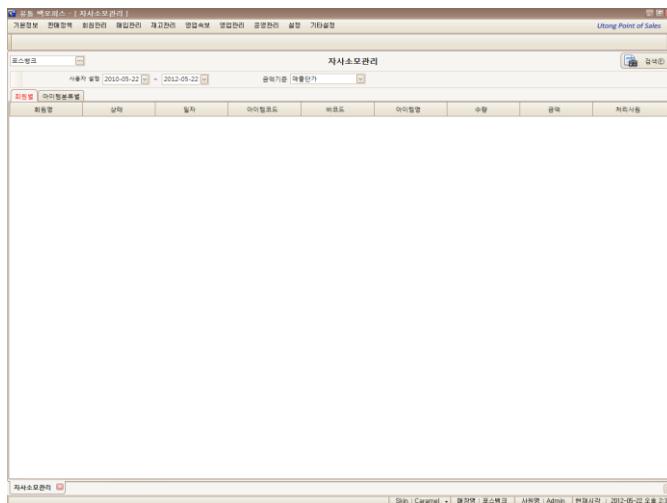
Menu for searching sales information by cash receipt.

You may inquiry payment information for the payments you issue cash receipt.

1. Click [Search] after selecting search period/transaction number/approval type.
2. search period receipt Payment search. You may search payment details with cash receipts under search period.

### 10. Company Consume Detail

#### 10.2 Company consume detail (By customer)

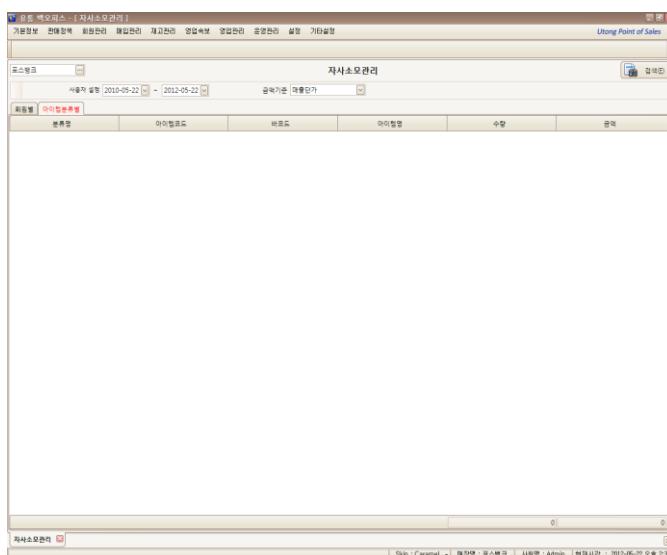


Menu for searching company consume detail by customer.

You may search total company consume detail by customer.

1. Select a tab by item customer.
2. Click [Search] after selecting search period and amount standard.
3. You may find the consume details by category.

#### 10.3 Company consume detail(By item category)



Menu for searching company consume details by item category.

You may search total company consume detail by category.

1. Select a tab by item category.
2. Click [Search] after selecting search period and amount standard.
3. You may find the consume details by category.



# OPERATION

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## Operation

### 1. Manage Closing

#### 1.1 Manage Closing

유동 백오피스 - [ 마감관리 ]  
기본정보 전용정책 회원관리 매입관리 재고관리 영업속보 영업관리 운영관리 설정 기타설정  
Ulong Point of Sales

회원정보 관리 사용정보 관리 아이템정보 관리 거래처정보 관리 회원정보 관리 매입관리 재고현황 영업일보 마감관리

본사 마감관리

사용자 설정 2011-01-22 ~ 2012-03-22 포스기기 <전체> 검색(D) 마감장수동

포스기...	매출건수	마감사용	시작일시	종료일시	거래건수	판매합계금액	전년시재	시작자이금액
SKKim	2	Chul S Kim	2011-06-29...	2011-07-1...	1	24	2,524	-230
SKKim	8	Chul S Kim	2011-07-11...	2011-07-1...	4	6,090	6,890	-650
SKKim	88	Admin	2011-07-12...	2011-07-1...	20	900	787	-787
SKKim	18	Admin	2011-07-13...	2011-07-1...	9	210	590	-548
SKKim	99	Chul S Kim	2011-07-14...	2011-07-1...	32	4,402	9,725	-9,712
SKKim	45	Chul S Kim	2011-07-18...	2011-07-1...	15	1,614	1,449	-1,449
SKKim	33	Chul S Kim	2011-07-19...	2011-07-1...	11	675	1,088	-1,088
SKKim	10	Chul S Kim	2011-07-22...	2011-07-2...	4	1,149	1,470	-1,470
TrueDragon	3	Admin	2012-01-27...	2012-01-3...	1	1,200	2,200	-2,200
TrueDragon	1	Admin	2012-01-31...	2012-01-3...		1,000	1,000	-1,000
Y.H Lee	20	이영률	2011-07-12...	2011-07-1...	6	120	105	-105
Y.H Lee	2	Chul S Kim	2011-07-13...	2011-07-1...	1	15	115	824
Y.H Lee	13	이영률	2011-07-15...	2011-07-1...	6	174	269	-269
Y.H Lee	85	이영률	2011-07-18...	2011-07-1...	25	718	1,016	-16
Y.H Lee	66	이영률	2011-07-19...	2011-07-2...	21	466	752	29
Y.H Lee	139	이영률	2011-07-20...	2011-07-2...	51	2,262	1,351	-51
Y.H Lee	65	이영률	2011-07-21...	2011-07-2...	28	619	315	86
Y.H Lee	52	이영률	2011-07-22...	2011-07-2...	17	1,285	1,207	-207
Y.H Lee	195	이영률	2011-07-25...	2011-07-2...	72	1,331	354	-4
	1,155			390	39,468	52,131	-45,183	

Close 1900-01-01 오전 12:00  
오전 12:00 1900-01-01 오전 12:00

SHIER OUT

2012-03-22 오후 4:49

Total \$0.00  
Report \$0.00

Card/Print/Exit

Skin : Caramel | 화면명 : 본사 | 사용명 : Admin | 현재시간 : 2012-03-22 오후 4:53

Menu for searching closing information.

You may search closing information along with receipt.

1. Click the [Search] button after selecting search period and POS device.
2. Closing information will be searched.
3. If you select the searched information, you may check closing information on 'closing receipt' screen.

#### 2. Manage Announcements

유동 백오피스 - [ 공지사항관리 ]  
기본정보 전용정책 회원관리 매입관리 재고관리 영업속보 영업관리 운영관리 설정 기타설정  
Ulong Point of Sales

회원정보 관리 사용정보 관리 아이템정보 관리 거래처정보 관리 회원정보 관리 매입관리 재고현황 영업일보 마감관리

본사 공지사항관리

사용자 설정 2011-01-22 ~ 2012-03-22

공지종류	제목	시작일시	종료일시
단기번호	단기번호	2012-01-18	2012-01-31
Notice for a...	Promotional Period	2011-08-31	2011-09-30
Notice for a...	Lateness	2011-08-31	2011-09-30
Notice for a...	Attention all employee!	2011-08-10	2011-10-07

공지사항정보

공지종류 Notice for all cashiers  
공지기간 2011-08-31 ~ 2011-09-30  
내용  
계정  
Promotional Period  
Starting September, we will be having our ANNUAL FALL PROMOTIONAL SALE.  
We are expecting more incoming customers, therefore, be ready to help the customers.  
Do not be late for work!

Card/Print/Exit

Skin : Caramel | 화면명 : 본사 | 사용명 : Admin | 현재시간 : 2012-03-22 오후 4:55

Menu for searching announcements.

You may manage announcements on POS.

1. Announcements will be displayed if you click [Refresh] after selecting a search period.
2. Click the [New] button, save after entering type/period/title/contents on 'announcement information'.
3. Uploaded announcements will be displayed when POS program starts.

## Operation

### 3. Employee's Time Cock Status

#### 3.1 Employee's Time Clock Status

Utop Point of Sales										
사원근태현황										
사용자 설정	2011-01-22	2012-03-22	사원명	검색	삭제	삭제	저장			
선택일자	사용자	근무시작일	근무종료일	작용근무서...	작용근무종...	전체근무분	표준근무분	전체휴무분	조정 사용	처리사람
2011-07-14	Rachel Moon	2011-07-14	1900-01-01	1900-01-01	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	
2011-07-15	Admin	2011-07-15	2011-07-18	1900-01-01	1900-01-01	21:53:41	21:53:35	00:00:06	00:00:06	
				혹시작시간	혹시종시간	작용혹시작시간	작용혹시종시간	작용혹시작시간	혹시사용	조정 사용
Click here to add a new row										
2011-07-18	오전 ...	2011-07-18	오전 ...	00:00:06	1900-01-01 오전 ...	00:00:00	Bathroom			
2011-07-19	Admin	2011-07-19	2011-07-19	1900-01-01	1900-01-01	03:42:47	03:42:47	00:00:00	00:00:00	
2011-07-20	Admin	2011-07-20	2011-07-22	1900-01-01	1900-01-01	2:00:12:9	2:00:01:29	00:00:00	00:00:00	
2011-07-21	Jason Jinse Kim	2011-07-21	2011-07-21	1900-01-01	1900-01-01	00:12:46	00:12:46	00:00:00	00:00:00	
2011-07-21	Jason Jinse Kim	2011-07-21	2011-07-21	1900-01-01	1900-01-01	00:00:00	00:00:00	00:00:00	00:00:00	
2011-07-27	이영준	2011-07-27	2011-07-27	1900-01-01	1900-01-01	00:00:00	00:00:00	00:00:00	00:00:00	
2011-08-04	ChangGoo Lee	2011-08-04	2011-08-04	1900-01-01	1900-01-01	00:00:27	00:00:18	00:00:09	00:00:09	
2011-08-04	ChangGoo Lee	2011-08-04	2011-09-21	1900-01-01	1900-01-01	48:03:41:02	48:03:41:02	00:00:00	00:00:00	
2011-09-01	Admin	2011-09-01	2011-09-01	2011-09-01	2011-09-19	01:00:00	00:40:00	00:20:00	00:20:00	
2011-09-01	Admin	2011-09-01	2011-10-19	1900-01-01	1900-01-01	48:00:16:09	48:00:16:04	00:00:05	00:00:05	
2011-09-11	이영준	2011-09-11	2011-09-11	1900-01-01	1900-01-01	12:00:00	12:00:00	00:00:00	00:00:00	
						00	00	00	00	
카드사설/마입사설/마출입계										
권매 커미션 현황										
마감현황										
사원근태현황										
Skin : Caramel										
현재시간 : 2012-03-22 오후 4:58										

Menu for searching employee's time clock information.

You may check and adjust employee's time clock status.

1. Select a search period and employee name, and click [Search].
2. You will see employee's time clock information under search period.
3. Select 'Click here to add a new row' and you may newly create an employee's time clock information. You may also save after revising existing information.

#### 4. Cash In/Out Status

Utop Point of Sales										
사제입출현황										
사용자 설정	2011-05-01	2012-05-22	포스기기	전체	포스터를 표시	새로고침	정리			
선택일자	포스기기	계정과목명	입금	출금	잔액	전표번호	인정일정			
2012-05-11 154... YM-Lee	현금	1,000		751,179	1,000,220,205,115,000,001	소비자				
2012-05-11 174... YM-Lee	현금	500		751,679	1,000,220,205,115,000,0061	이용증				
2012-05-11 174... YM-Lee	현금	1,000		754,679	1,000,220,205,115,000,0081	이용증				
2012-05-11 174... YM-Lee	현금	5,000		759,679	1,000,220,205,115,000,0091	이용증				
2012-05-11 174... YM-Lee	현금	5,000		764,679	1,000,220,205,115,000,0101	이용증				
2012-05-11 174... YM-Lee	현금	1,000		765,679	1,000,220,205,115,000,0111	이용증				
2012-05-11 175... YM-Lee	현금	8,000		768,679	1,000,220,205,115,000,0121	소비자				
2012-05-11 175... YM-Lee	현금	2,000		770,679	1,000,220,205,115,000,0131	이용증				
2012-05-11 175... YM-Lee	현금	5,000		775,679	1,000,220,205,115,000,0141	소비자				
2012-05-11 175... YM-Lee	현금	1,000		776,679	1,000,220,205,115,000,0151	이용증				
2012-05-11 175... YM-Lee	현금	10,000		786,679	1,000,220,205,115,000,0161	이용증				
2012-05-11 185... YM-Lee	현금	700		787,379	1,000,220,205,115,000,0171	이용증				
2012-05-11 190... YM-Lee	현금		-700	786,679	1,000,220,205,115,000,0191	이용증				
2012-05-15 142... YM-Lee	현금	7,600		794,279	1,000,220,205,115,000,0201	소비자				
2012-05-17 085... YM-Lee	현금	17,020		811,299	1,000,220,205,175,000,0011	소비자				
2012-05-17 132... YM-Lee	현금	24,500		835,799	1,000,220,205,175,000,0031	소비자				
2012-05-17 102... YM-Lee	현금	38,350		873,149	1,000,220,205,175,000,0051	소비자				
2012-05-21 131... YM-Lee	현금	9,170		884,319	1,000,220,205,215,000,0011	소비자				
2012-05-21 131... YM-Lee	현금	2,000		886,319	1,000,220,205,215,000,0021	이용증				
2012-05-21 131... YM-Lee	현금	5,000		891,319	1,000,220,205,215,000,0041	이용증				
2012-05-21 131... YM-Lee	현금	2,500		891,819	1,000,220,205,215,000,0051	이용증				
2012-05-21 132... YM-Lee	현금	4,000		897,819	1,000,220,205,215,000,0061	소비자				
2012-05-21 132... YM-Lee	현금	5,000		902,819	1,000,220,205,215,000,0071	이용증				
2012-05-21 132... YM-Lee	현금	2,000		904,819	1,000,220,205,215,000,0081	이용증				
2012-05-22 140... YM-Lee	현금	4,000		908,819	1,000,220,205,215,000,0091	이용증				
2012-05-22 140... YM-Lee	현금	1,370		910,189	1,000,220,205,215,000,0111	소비자				
2012-05-22 140... YM-Lee	현금	500		910,689	1,000,220,205,215,000,0001	이용증				
2012-05-22 141... YM-Lee	현금	1,000		911,689	1,000,220,205,215,000,0031	이용증				
[계] 92건		912,389	-700	911,689						
사제입출현황										
Skin : Caramel										
현재시간 : 2012-05-22 오후 2:36										

Menu for searching cash in/out information.

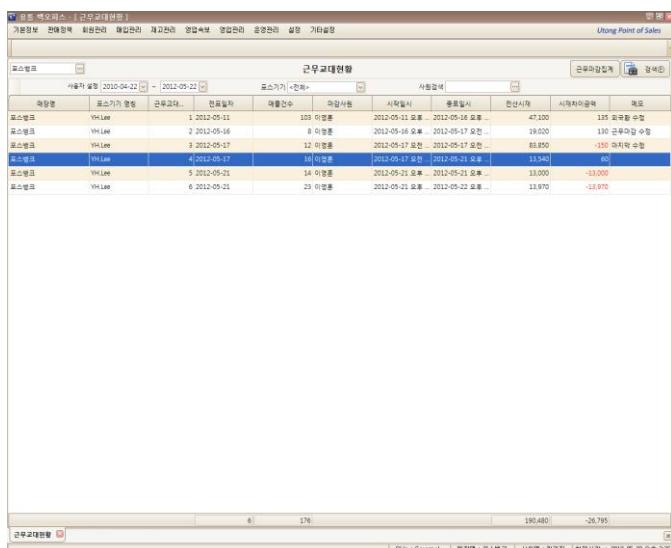
You may search cash in/out information on POS sales.

1. Click [Refresh] after selecting search period.
2. Cash in and cash out details will be displayed.

## Operation

### 5. Status of Cashier In/Out

#### 5.1 Status of Cashier In/Out

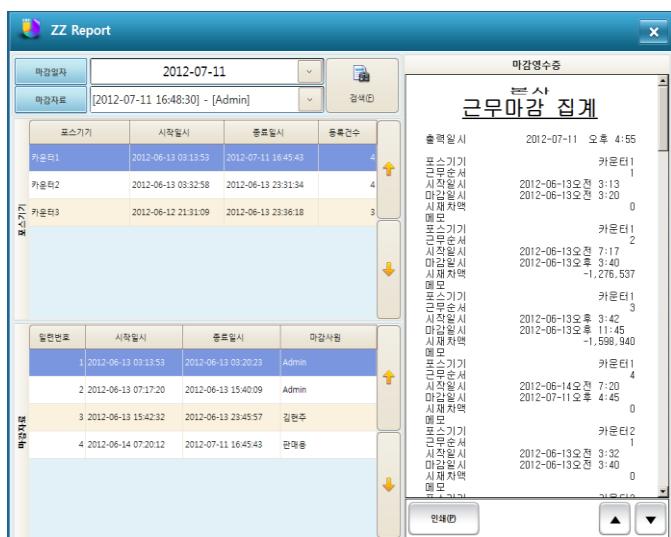


Menu for searching sales information when clocking out.

You may search employee's clock in/out and closing information.

1. Click [search] after selecting search period, POS device, and employee name.
2. You will find the applicable information.
3. If you double-click certain data, receipt shows up when closing or clocking out.

#### 5.2 EOD



Menu for searching EOD.

You may search closing information on this menu.

1. Click [EOD] on cashier in/out status menu.
2. Click [Search] after selecting settlement date/EOD date on popup screen.
3. EOD will be searched based on information of POS device/EOD data/closing receipt.

### 5. Status of Cashier In/Out

#### 5.3 Edit Cashier In/Out

근무교대현황							
사용자	포스기기	총 등록	포스기기	총 등록	사용자	시작일자	종료일자
포스별표	YH-Lee	1 2012-05-11	105 이영호	2012-05-11 오전... 2012-05-16 오후...	47,100	175 회복률 수령	
포스별표	YH-Lee	2 2012-05-16	8 이영호	2012-05-16 오후... 2012-05-17 오전...	19,020	175 근무수령 수령	
포스별표	YH-Lee	3 2012-05-17	12 이영호	2012-05-17 오전... 2012-05-17 오후...	83,850	-150 마지막 수령	
포스별표	YH-Lee	4 2012-05-17	16 이영호	2012-05-17 오후... 2012-05-21 오후...	13,540	60	
포스별표	YH-Lee	5 2012-05-21	14 이영호	2012-05-21 오후... 2012-05-21 오후...	13,000	-13,000	
포스별표	YH-Lee	6 2012-05-21	23 이영호	2012-05-21 오후... 2012-05-22 오후...	13,970	-13,970	

Menu for searching sales information when cashier out.

You may revise details processed during POS cashier in/out.

1. Select cashier in/out information on the screen.
2. Click [Shift change]
3. Revise shift change information on a popup screen and save.

### 6. Manage POS Data Change

#### 6.1 Manage POS Data Change

POS변경데이터 관리								
포스기기	판매처	처리구분	아이템명	수량	변경판단가	변경판단가	사임종	처리일시
YnLee	2012-05-11	아이템 취소	간자반	1	1,000	0	이영종	2012-05-11 15:48:12
YnLee	2012-05-11	아이템 취소	간자반	-1	1,000	0	이영종	2012-05-11 17:12:14
YnLee	2012-05-11	아이템 취소	간자반	-1	1,000	0	이영종	2012-05-11 19:09:00
POS#1	2012-05-14	아이템 취소	수육유동판단가	1	13,350	0	사원	2012-05-14 21:07:38
POS#1	2012-05-14	아이템 취소	아밀리아김치찌개	1	1,500	0	사원	2012-05-14 21:07:42
POS#1	2012-05-14	아이템 취소	식물유동판단가(총액)	1	12,800	0	사원	2012-05-14 21:07:43
POS#1	2012-05-14	아이템 취소	개인유동판단가	1	3,250	0	사원	2012-05-14 21:07:47
POS#1	2012-05-14	아이템 취소	식물유동판단가(총액)	1	12,800	0	사원	2012-05-14 21:07:49
YnLee	2012-05-14	아이템 취소	간자반	2	1,000	0	이영종	2012-05-14 09:01:13
YnLee	2012-05-14	아이템 취소	간자반	1	1,000	0	이영종	2012-05-14 10:02:39
YnLee	2012-05-15	아이템 담가변경	농심새우김(90g)	1	760	0	이영종	2012-05-15 16:07:40
YnLee	2012-05-21	아이템 담가변경	스한국악집(기본수)	1	1,370	5,000	이영종	2012-05-21 13:24:06
YnLee	2012-05-21	아이템 담가변경	수육유동판단가	1	13,350	4,000	이영종	2012-05-21 13:24:21
YnLee	2012-05-21	아이템 담가변경	수육유동판단가	1	13,350	4,000	이영종	2012-05-21 13:24:30
YnLee	2012-05-21	아이템 담가변경	동구우주와	1	2,000	2,500	이영종	2012-05-21 13:25:25
YnLee	2012-05-21	아이템 담가변경	스한국악집(기본수)	1	1,370	5,000	이영종	2012-05-21 13:36:58
YnLee	2012-05-21	아이템 담가변경	스한국악집(기본수)	1	7,800	3,000	이영종	2012-05-21 13:37:13
YnLee	2012-05-21	아이템 담가변경	수육유동판단가	1	13,350	2,000	이영종	2012-05-21 13:38:04
YnLee	2012-05-21	아이템 취소	수육유동판단가	1	13,350	0	이영종	2012-05-21 15:07:23
POS#1	2012-05-22	아이템 취소	벌꿀아이스크림(총액)	1	2,000	0	사원	2012-05-22 11:01:09
POS#1	2012-05-22	아이템 취소	벌꿀아이스크림(총액)	1	2,000	0	사원	2012-05-22 11:06:28
POS#1	2012-05-22	아이템 취소	벌꿀아이스크림(총액)	1	2,000	0	사원	2012-05-22 11:14:18
POS#1	2012-05-22	아이템 취소	벌꿀아이스크림(총액)	1	2,000	0	사원	2012-05-22 11:20:07
YnLee	2012-05-22	아이템 취소	스한국악집(기본수)	1	1,370	0	이영종	2012-05-22 14:04:03
YnLee	2012-05-22	아이템 취소	스한국악집(기본수)	1	1,370	0	이영종	2012-05-22 14:04:34
YnLee	2012-05-22	아이템 담가변경	스한국악집(기본수)	1	1,370	2,000	이영종	2012-05-22 14:37:39
YnLee	2012-05-22	아이템 취소	스한국악집(기본수)	1	1,370	0	이영종	2012-05-22 14:58:38

Menu for searching sales information when clocking out.

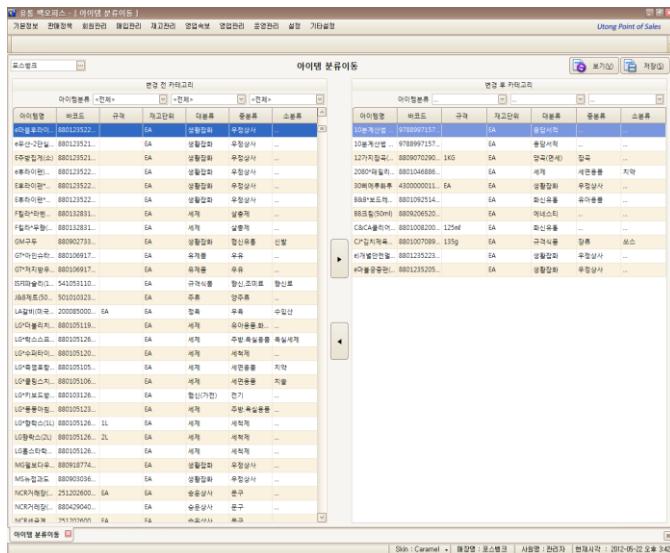
You may search processed data and unit price information for POS sales.

1. Click [Search] after selecting search period/employee/POS device.
2. It searches sales details changed by canceling item and changing unit price.

## Operation

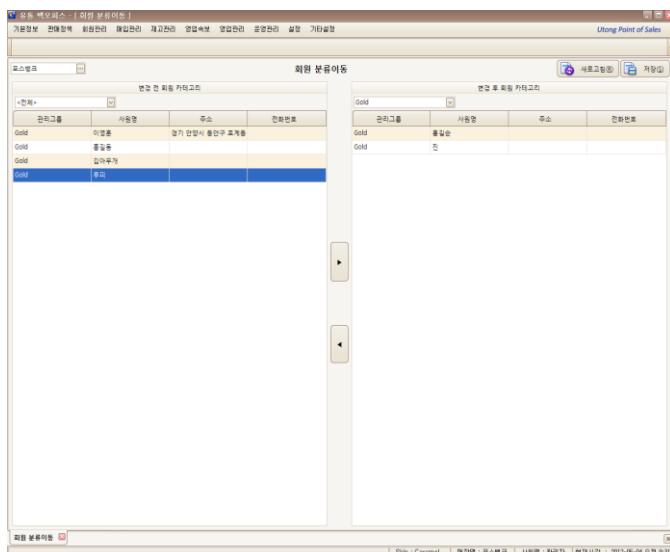
### 7. Manage Master for Non-category

#### 7.1 Move item category



Menu for moving item category.

#### 7.2 Move customer category



Menu for moving customer group.

You may use this screen to move and manage the item category.

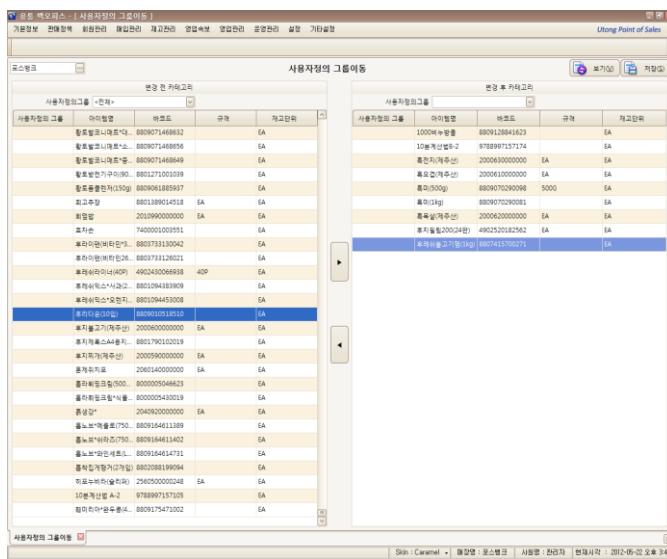
1. Select an item category and click [Refresh] to search an item.
2. Select an item you want to move and move to another category.
3. Save after selecting a category after change.

You may use this screen to move and manage the customer category.

1. Select an item category and click [Refresh] to search a customer.
2. Select a customer you want to move and move to another category.
3. Save after selecting a category after change.

### 7. Manage Master for Non-category

#### 7.3 Move customized group



Menu for moving customized group.

You may move and manage items included in customized category.

1. Select an item category and click [Refresh] to search a group.
2. Select an item you want to move and move to another category.
3. Save after selecting a customized group after change.

### 8. Season/Event

#### 8.1 Season/Event

시즌명	작용기준	시작일자	주자	종일
Memorial Day	주일로 설정	5월	마지막주	종요일
Christmas Sale	일자로 설정	2011-12-25		
Thanks Giving	주일로 설정	11월	마지막주	종요일
Independence	일자로 설정	2011-07-04		
Back To School	주일로 설정	9월	첫번째주	종요일
TestTest	일자로 설정	2011-08-04		
TueDay	일자로 설정	2011-07-02		
Friday	일자로 설정	2011-06-05		
Halloween Day	일자로 설정	2011-10-31		
신정연휴	일자로 설정	2012-01-01		
구정연휴	일자로 설정	2012-01-01		

Season Information

시즌명	작용기준	시작일	종일	
Memorial Day	주일로 설정	5월	마지막주	종요일
		시즌기간	2 ~ 1	□ 총력

Season Period

년도	시작일자	시작일	종료일
2007	2007-05-28	2007-05-29	
2008	2008-05-26	2008-05-24	2008-05-27
2009	2009-05-25	2009-05-23	2009-05-26
2010	2010-05-24	2010-05-22	2010-05-25
2011	2011-05-30	2011-05-28	2011-05-31
2012	2012-05-28	2012-05-26	2012-05-29
2013	2013-05-27	2013-05-25	2013-05-28
2014	2014-05-26	2014-05-24	2014-05-27
2015	2015-05-25	2015-05-23	2015-05-26
2016	2016-05-30	2016-05-28	2016-05-31
2017	2017-05-29	2017-05-27	2017-05-30
2018	2018-05-28	2018-05-26	2018-05-29
2019	2019-05-27	2019-05-25	2019-05-28

Season Period

년도	시작일자	시작일	종료일
2007	2007-05-28	2007-05-29	
2008	2008-05-26	2008-05-24	2008-05-27
2009	2009-05-25	2009-05-23	2009-05-26
2010	2010-05-24	2010-05-22	2010-05-25
2011	2011-05-30	2011-05-28	2011-05-31
2012	2012-05-28	2012-05-26	2012-05-29
2013	2013-05-27	2013-05-25	2013-05-28
2014	2014-05-26	2014-05-24	2014-05-27
2015	2015-05-25	2015-05-23	2015-05-26
2016	2016-05-30	2016-05-28	2016-05-31
2017	2017-05-29	2017-05-27	2017-05-30
2018	2018-05-28	2018-05-26	2018-05-29
2019	2019-05-27	2019-05-25	2019-05-28

Season/Event Menu for managing

You may search and enter season/event.

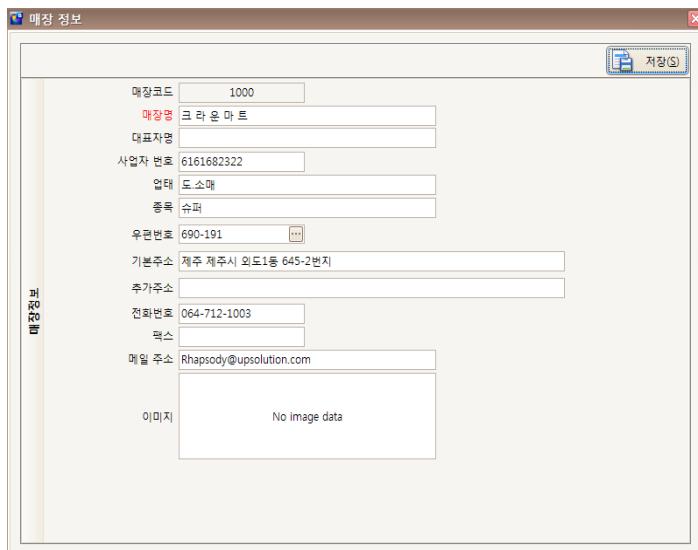
1. Click [Refresh]
2. You may find seasonal details on the left.
3. Initialize the created items by clicking [New].
4. Created item
  - Name of season:create a name for searched items.
  - apply to :setup
  - Designate day/week: Setup a start date for an event.
  - Period of season:Setup an event period.
  - Create seasonal Information: If you create [New] based on the info above, you will find information.
5. Click [Save] for seasonal use.

 **SETUP**

---

### 1. Store Setup

#### 1.1 Store Information



Menu for managing store information.

You may find the details you created on Basic Information/Store Information.  
Save after changing basic information to keep the info.

## Setup

### 1. Store Setup

#### 1.2 Manage Currency

화폐 경정	사용국가	표기문자	화폐코드	적용환율	기본화폐
미국달러	USA	\$	USD	1131.37	<input checked="" type="checkbox"/>
캐나다달러	Canada	\$	CAD	1138.623	<input type="checkbox"/>
엔화	Japan	¥	JPY	13.5974	<input type="checkbox"/>
유로화	EU	€	EUR	1495.558	<input type="checkbox"/>
원화	KOREA	₩	KRW	1	<input checked="" type="checkbox"/>
홍콩달러	Hong Kong	\$	HKD	145.7278	<input type="checkbox"/>
호주달러	Australia	\$	AUD	1175.0918	<input type="checkbox"/>

화폐단위 표기문자 설정금액

Click here to add a new row

0.01	\$0.01	0.01
0.05	\$0.05	0.05
0.1	\$0.1	0.1
0.25	\$0.25	0.25
0.5	\$0.5	0.5
1	\$1	1
2	\$2	2
5	\$5	5
10	\$10	10
20	\$20	20
50	\$50	50
...	...	...

세금 정책 세금 지역 세금 적용 통화 관리

Skin : Caramel | 테마명 : 본사 | 사용명 : Admin | 현재시간 : 2012-03-22 오후 5:07

Menu for searching currency information.

#### 1.3 Payment method

결제방식
수표
선택카드
현금
신용카드
상품권
포인트
수기카드
StoreCredit
EBT
계좌이체
외상
Extra

선택카드  
선택카드약관  
최대금액  
정발승서  
포인트 우선순위  
포인트  
마모

세금 정책 세금 지역 세금 적용 통화 관리 결제 방식

Skin : Caramel | 테마명 : 본사 | 사용명 : Admin | 현재시간 : 2012-03-22 오후 5:07

Menu for checking types of payment method.

You may search or select currency information used in system.

- [Exchange rate Information] : If you have the access to the Internet, exchange rate information will automatically applied.
- If you select [Basic currency type] on currency management, you will find this currency on program.
- When you enter a currency unit, displaying letter, and amount on the lower grid, information will be displayed.

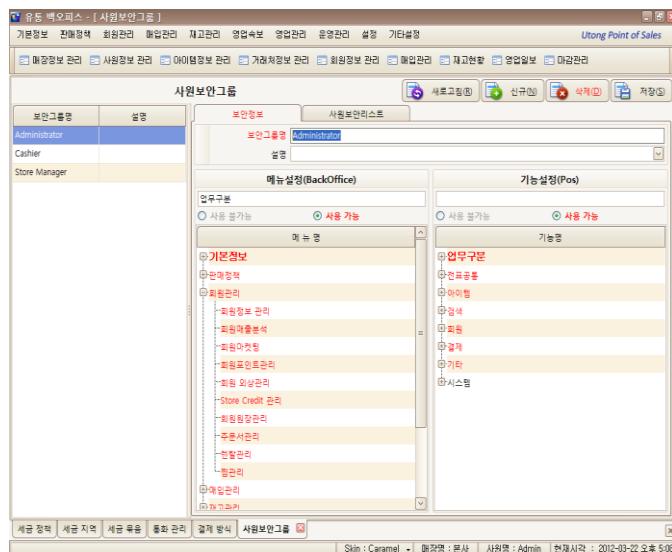
You may check information regarding POS payment method.

- Select a payment method on the left side.
- Save after revising and entering info on the right.
  - Account code: Select an account code.
  - Maximum amount: When making POS Payment.
  - Open cash drawer: When making POS Payment
- Delete info you want to delete.

## Setup

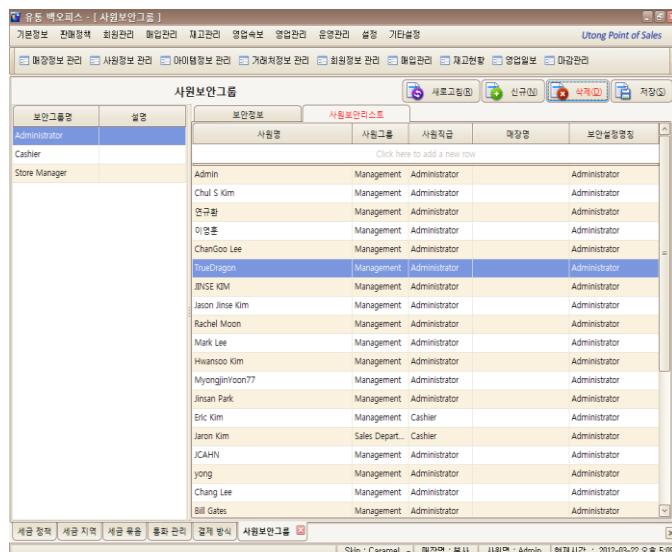
### 2. Employee Security Group

#### 2.1 Security Information



Menu for checking security information.

#### 2.2 Employee Security List



This menu enables users to manage System Permission group

- [New]: Create a security group name and select permission for (BackOffice) / (Pos) and save.
- Select a security group name on the right, edit permission info and save.
- Setup an employee's system permission in addition information.

This menu enables users to search the setup status of employee's security.

- Select group on the left.
- Searches employee information of security group on the right side.

## Setup

### 3. Option

#### 3.1 Setup a Basic Value



Menu for managing the basic value for (Store,supplier/customer,employee)

#### 3.2 Setup a Prefix Value and Digit



Menu for managing prefix value and digit setup.

#### 1. Store Setup

- Classify sales contract: item amounts that will be applied when on sale.
- Sales contract level: Select a sales contract price.

- Tax area: Select a Tax area.

#### 2. Setup Supplier/Customer

- Classify sales contract: item amounts that will be applied when on sale.
- Sales contract level: Select a sales contract price.
- Classify a purchase contract: item amounts that will be applied when you make purchase.

#### 3. Setup employee

- Classify sales contract: item amounts that will be applied when on sale.
- Employee permission: shows up when creating an employee.
- Screen location: Select a sales mode on the left and right.

#### 1. Prefix value

- Select employee's MSR card login: Manages the first and the last letter when reading a card.
- Voucher: Manages the displaying letters when reading vouchers.
- Coupon: Manages the displaying letters when searching coupons.
- Customer card number: Manages the displaying letters when reading customer card.

#### 2. Setup a digit (maximum of digit number)

- Manages the digit number of number/amount/tax rate (%)/point used in system, and its maximum digit.

#### 3. Setup a digit(search)

- Barcode: manages maximum digit of barcodes.
- Customer card number: manages maximum digit of customer card number.

## Setup

### 3. Option

#### 3.3 Setup Reason



Menu for configuring reason code.

You may setup reasons for refund/transactioncancel/discount/Change tax amount/NoTaxReason/Reason for increased point/Sales on credit/amount difference/Reason for break/cash drawer open.

#### 3.4 Search Option



Menu for searching setup

#### 1. Limit the entire search

- If you select among supplier/customer/customer/items, a search will start.

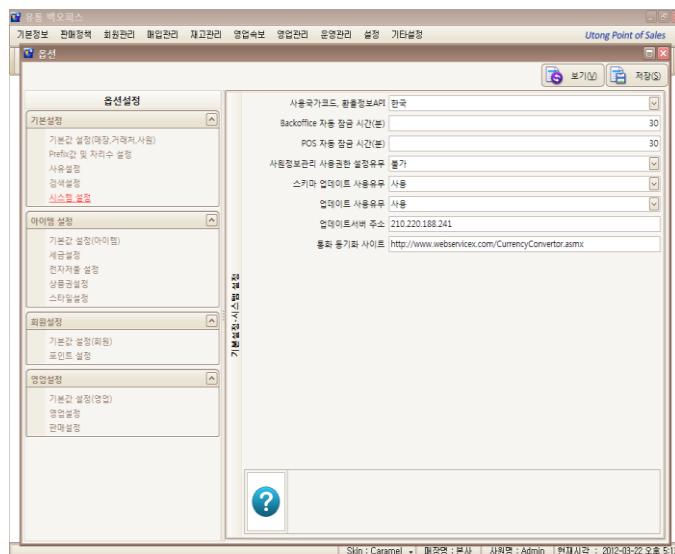
#### 2. item

- Search item: You may choose a function that you don't need to type the entire search word but part of it.

## Setup

### 3. Option

#### 3.5 system Setup



Menu for managing system basic Setup

1. Country code: Choose a country code in use.
2. Backoffice automatic log-out(minute) : Setup time for an automatic shutdown.
3. POS automatic log-out (minute): Setup time for an automatic shutdown.
4. Use Employee Information Permission Setup:
  - Select if you will use permission setup or a basic setup.
5. Use Skima update: Select if you will use skima update by checking database change.
6. Use update: Option for preventing automatic update.
7. Update server address: updates server addresses
8. Currency Synchronization site: provides information for Exchange rate.
9. Use Hand terminal:
  - Composed of simplified (Korea) transaction: automatic process
  - Composed of detailed(Overseas) transaction: revisable process

### 3. Option

#### 3.6 Setup a Basic Value(item)



Menu for managing item basic setup.

1. Category for new item: Setup a basic category when creating a new item.
2. Barcode type: Setup a basic barcode type when creating a new item.
3. Inventory unit: Setup a basic inventory unit when creating a new item.
4. Classify rental: Setup a basic rental when creating a new item.
5. Rental unit: Setup a basic rental use when creating a new item.
6. Apply discount: Setup a basic discount when creating new item.
7. Classify EBT: Setup basic EBT use when creating a new item.
8. Accumulate point: Setup basic point use when creating a new item.
9. GeneralItem -> Box item: Setup basix box item use when creating a new item.
10. Barcode duplicate check: Setup basic barcode duplicate check when creating a new item.
11. Create automatic barcode: Setup automatic barcode creation when creating a new item.
12. barcode maximum digit: Setup a maximum digit for barcode
13. Create automatic barcode (Prefix): Setup letters when creating barcode automatically.
14. Last digit of Sales unit price: Setup last digit of sales unit price. (cutoff, rounds)
15. Setup the last digit of sales unit price: Setup the last digit number of sales unit price.
16. Profit compared to sales: Select profit compared to purchase or sales.
17. Report fees:
  - Real time: processes fees depending on the sales report.
  - Setup data processing: processes fees depending on registered fee.

## Setup

### 3. Option

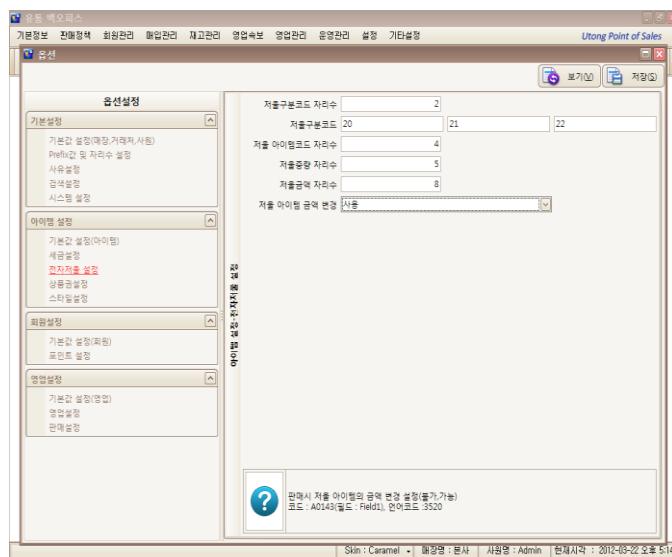
#### 3.7 Setup Tax



Menu for managing basic tax setup.

Setup basic tax amount for Purchase/sales/shipping

#### 3.8 Setup Electronic scale



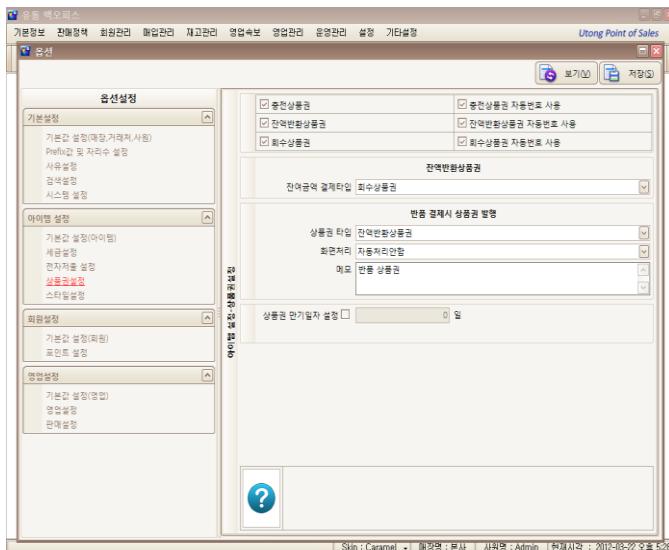
Menu for managing basic electronic scale setup.

1. Classify scale code digit: Setup a code digit for scale. This will be used for Electronic scale item setup.
2. Scale code: Setup letters for scale item.
3. Scale item code digit: Setup up code digit for scale item.
4. Scale weight digit: Setup digit for scale weight.
5. Scale amount digit: Setup digit number for scale amount.
6. Change Scale item amount/number: Setup change amount/number for scale item.
7. Last digit for Scale unit price: Set up the last digit for scale item amount.

## Setup

### 3. Option

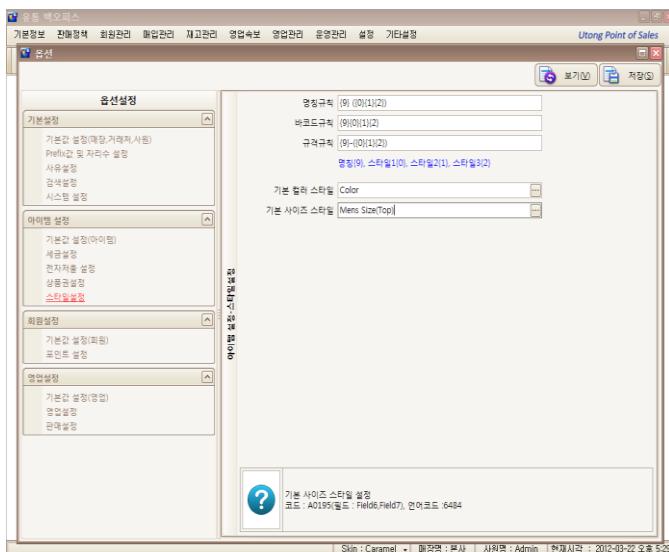
#### 3.9 Setup Voucher



Menu for managing voucher setup.

1. Select if you will use Recharge voucher/balance return voucher/return voucher.
2. Recharge voucher : rechargeable voucher
3. Balance return voucher: A voucher that you may get back remaining balance.
4. Return voucher: One time use voucher, no refunds for remaining balance.
5. Payment type: Setup a payment type for balance return voucher.
6. Issue a voucher when refunding payment.
7. Voucher type: Setup a type of voucher when refunding payment.
8. Screen option: Select if you setup voucher screen.
9. Setup expiration date for voucher: Select if you setup an expiration date for voucher.

#### 3.10 Setup Style



Menu for managing style setup.

- 1) Name rule: Setup a name rule for style items.
- 2) Barcode name: Setup a rule for barcode names.
- 3) Standard rule: Setup a standard rule.
- 4) Basic color style: Setup a basic color style when creating style items.
- 5) Basic size style: Setup a basic size style when creating style items.

## Setup

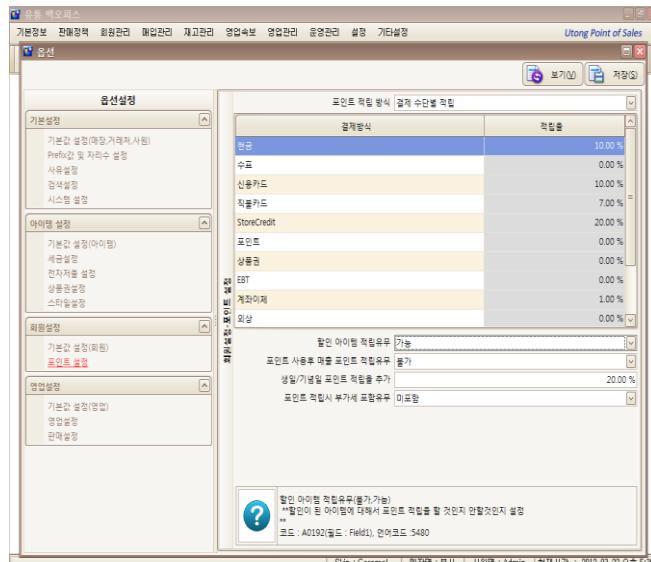
### 3. Option

#### 3.11 Setup a Basic Value (customer)



Menu for configuring a customer's basic value.

#### 3.12 Setup Point



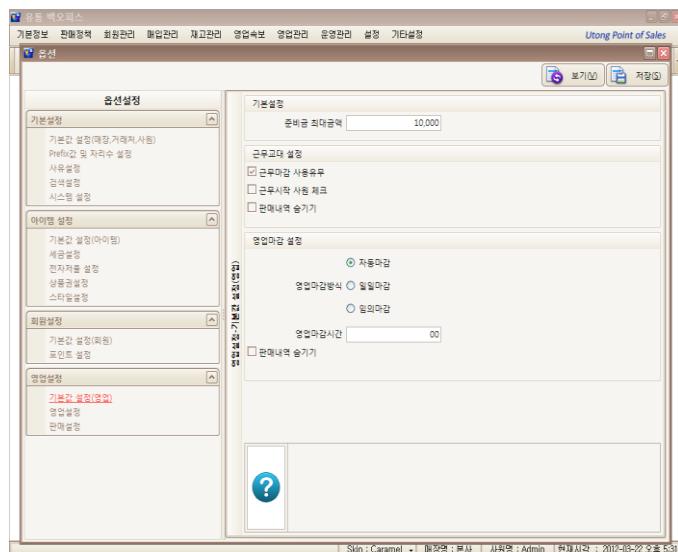
Menu for managing point setup.

1. Common use for Customer Information Store: Setup a .store's customer information.
  2. Classify sales contract: Setup a basic value when creating new customer.
  3. Sales contract level: Setup a sales contract price according to sales contract level.
  4. Request customer Information during payment: Select if you setup a request for customer information during payment.
- Setup if you will not use this in some stores.

1. Point saving method: Setup a method for point saving.
  - Depending on Sales: Enter points according to sales amount.
  - Depending on payment: Enter points according to payment method.
  - Depending on Customer level: Enter points according to customer level.
  - Customer level + Payment method : Enter points according to both factors.
2. Save Discount item: Select if you will save points for discounted items.
3. Save sales point after using points: Select if you will save points for remaining amounts.
4. Add points for birthday/anniversary: Enter % of points you will save on birthday/anniversary.
5. Include surtax when saving points: select if you will include surtax for saving points.

### 3. Option

#### 3.13 Setup a Basic Value (Sales)



Menu for managing basic value setup.

1. Maximum amount of cashier in amount: Setup the maximum amount for opening.
2. Cashier Out: Setup if you will use cashier out function
3. Check employee's time card: Setup if you will use the time card function.
4. Hide sales details: Setup if you will share sales details with employees.
5. Setup closing
  - Automatic EOD: Transaction dates are changed on certain period of time, and it is used in general stores that don't need closing task.
  - Daily EOD: You may have closing processes every day, and it is used in general stores that need closing task.
  - Blind closing: This is an option that allows you to have closing tasks on random date or time. After EOD, the dates cannot be changed so you need to cancel a closing data if you need to make sales.
6. Business closing time: Setup the closing time in 24 hour standard.
7. Hide sales detail: Setup if you will share sales details for all employees.

### 3. Option

#### 3.14 Setup Sales

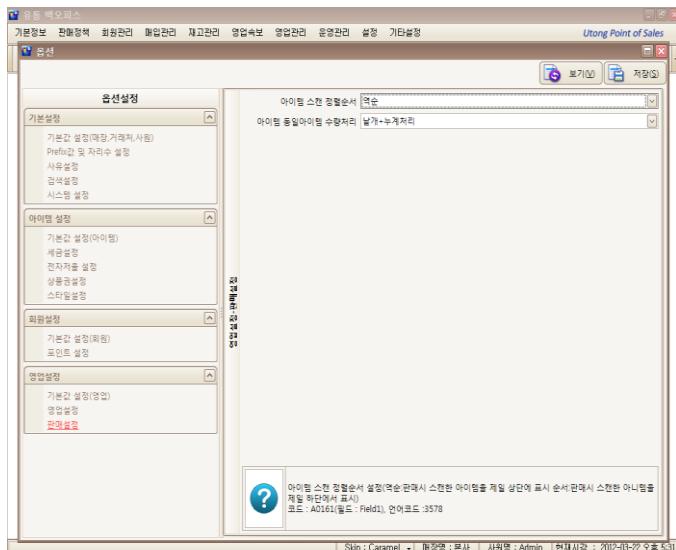


Menu for managing sales setup.

1. Setup an expiration date for a quote: Setup an expiration date for a quote
2. Setup a PO
  - Sales date: Setup an expiry date for a PO.
  - Contract amount: Setup a basic contract amount out of entire amount.
3. Setup a Layaway
  - Sales date: Setup a sales date for layaway.
  - Contract amount: Setup a basic contract amount out of entire amount.
4. Setup a refund
  - Expiry date for refund: Select if you will use this function.

## 3. Option

### 3.15 Setup Sales

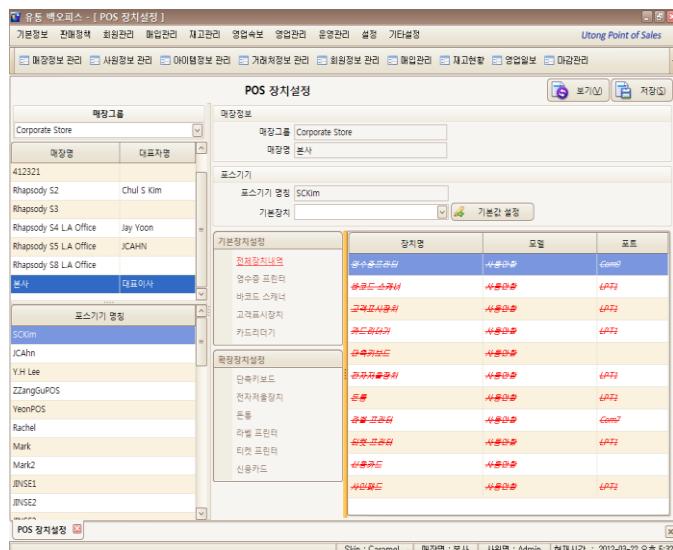


Menu for managing sales setup.

1. Sort order scanned items: Setup a sort order for sold items on POS.
  - Inverse order: displays items on the upper part that are selected recently.
  - Right order: displays items on the upper part that are selected first.
2. Number for identical items: Setup if you want to sell separately or together.
3. Block sales for harmful products: Setup if you will use this option on POS.
4. Apply customer unit price on POS: Setup if you will use the unit price that is entered when creating the customer.

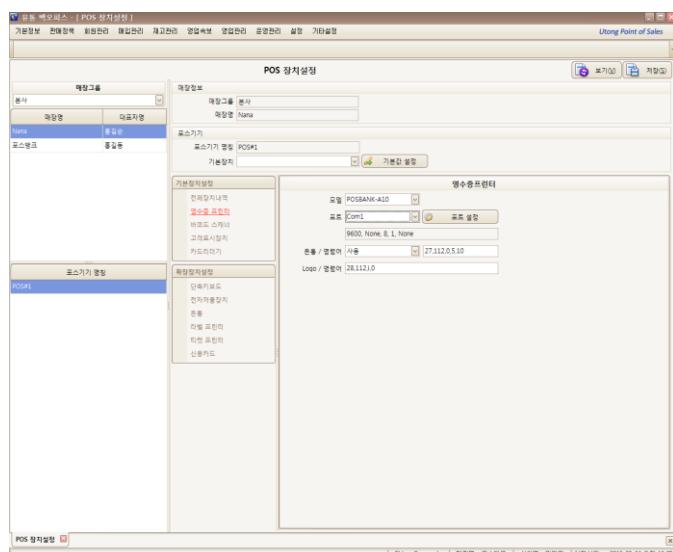
## 4. POS Setup

#### 4.1.1 Setup POS Device (Entire Device Detail)



## Menu for searching POS device setup.

#### 4.1.2 Setup POS Device(receipt printer)



## Menu for configuring a receipt printer.

1. Select a store.
  2. Setup a POS in the store.
  3. Installation wizard will help you to install POS device.

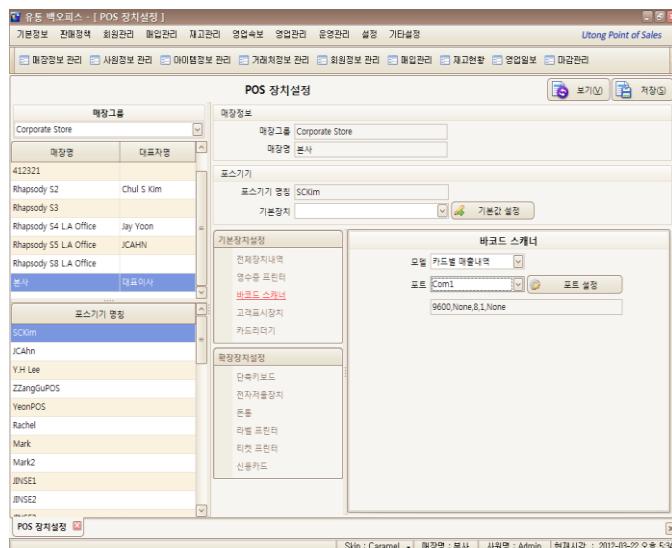
Setup a basic value and select a device on the screen.

1. Model: Setup the printer model in use.
    - OPOS Printer: select if your printer supports OPOS driver.
  2. Port: Select either COM or LPT port.
  3. Cash drawer/command: Select if you use cash drawer or not, and enter a command. (OPOS)
  4. LOGO/command: Enter a command if you print a image saved in your printer.

## Setup

### 4. POS Setup

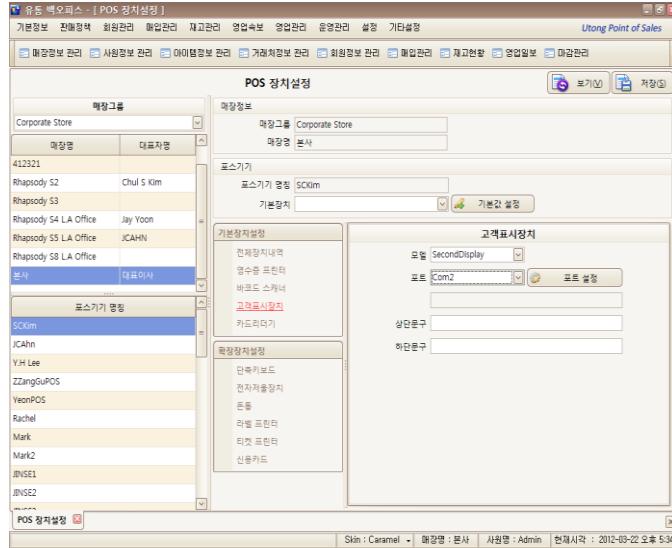
#### 4.1.3 Setup POS Device (barcode scanner)



Menu for configuring barcode scanner.

1. Model: Setup a barcode scanner model you will use in system.
2. Port : Setup connection information and port when using serial scanner barcode.

#### 4.1.4 Setup POS Device (customer display)



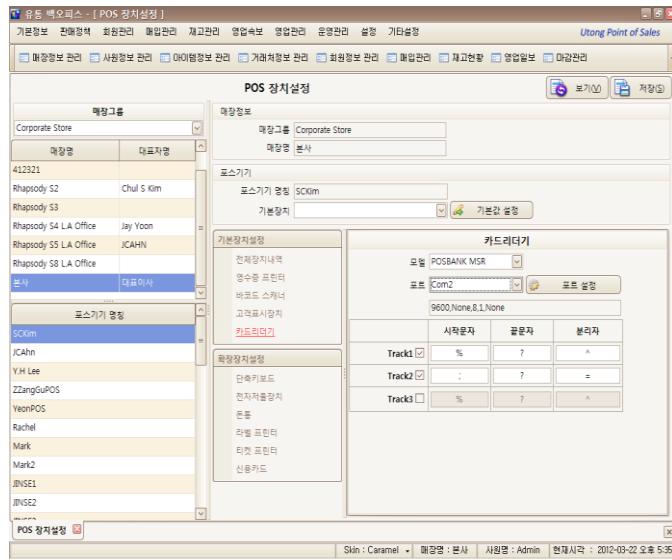
Menu for setting up a customer display.

3. Model: Setup a customer display you will use.
4. Port : Setup connection information and port when using customer display.
5. Upper / lower sentence: Setup a initial sentence.
6. Number of lines/rows: Setup the number of lines/rows on customer display

## Setup

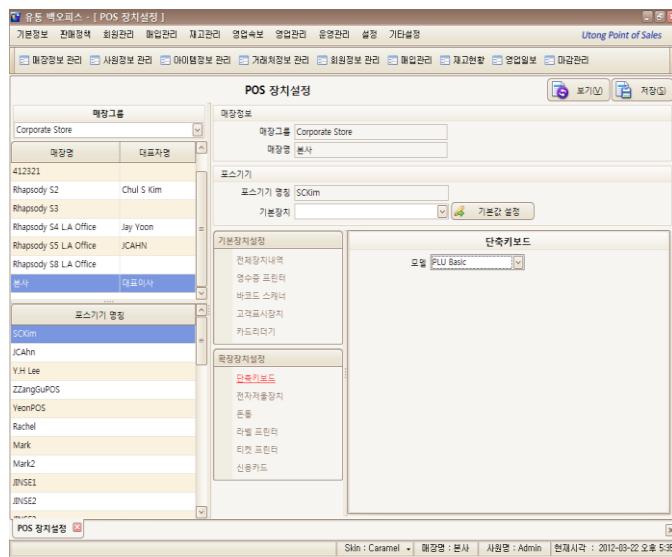
### 4. POS Setup

#### 4.1.5 Setup POS Device (card reader)



Menu for setting up card readers.

#### 4.1.6 Setup POS Device (PLU keyboard)



Menu for setting up PLU keyboard.

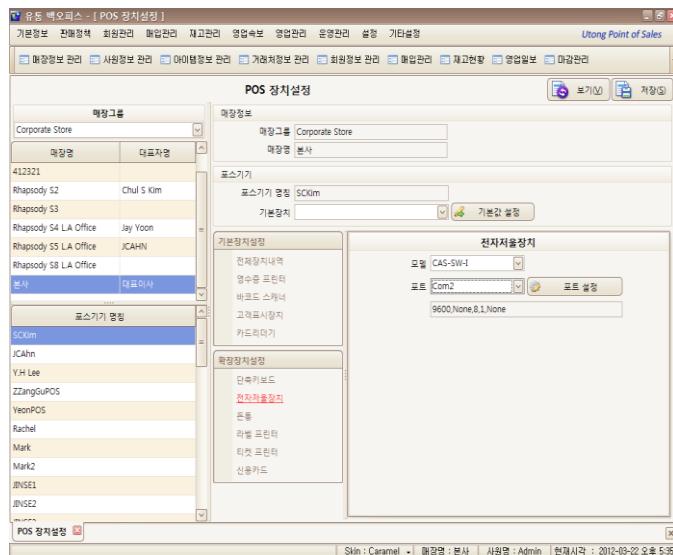
1. Model: Setup a MSR you will use in system.
2. Port : Setup connection information and port for POS.
3. Track1,Track2,Track3 : Select if you use MSR, setup the first and the last letter.

1. Model : Select a PLU keyboard you will use.

## Setup

### 4. POS Setup

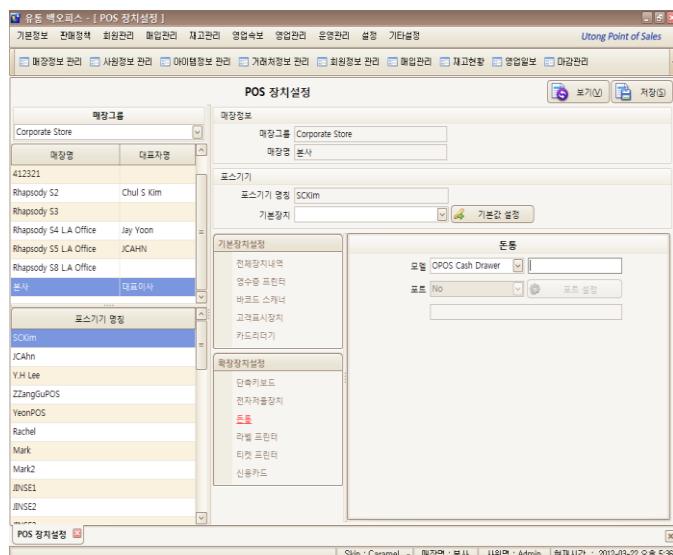
#### 4.1.7 Setup POS Device (Electronicscale)



Menu for setting up electronic scales.

1. Model : Select an electronic scale you will use.
2. Port : Setup connection information and port for POS.

#### 4.1.8 Setup POS Device (Cash drawer)



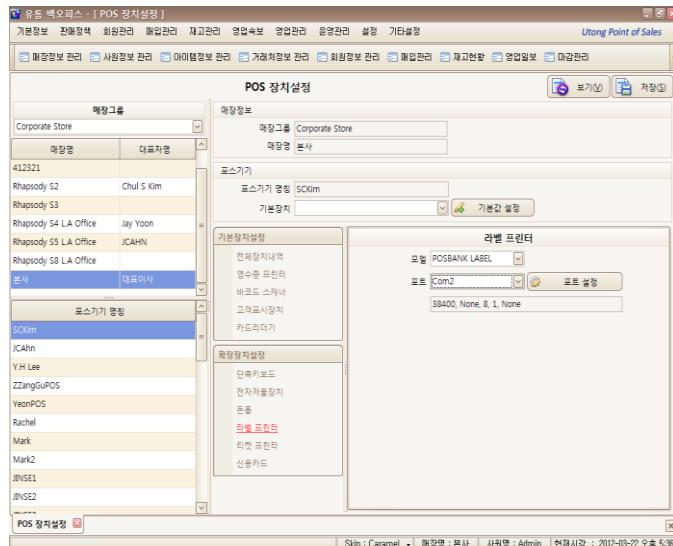
Menu for setting up cash drawers.

1. Model : Select a cash drawer you will use.
2. Port : Setup connection information and port for POS.
3. Cash drawer opens without setup when connecting to printer.

## Setup

### 4. POS Setup

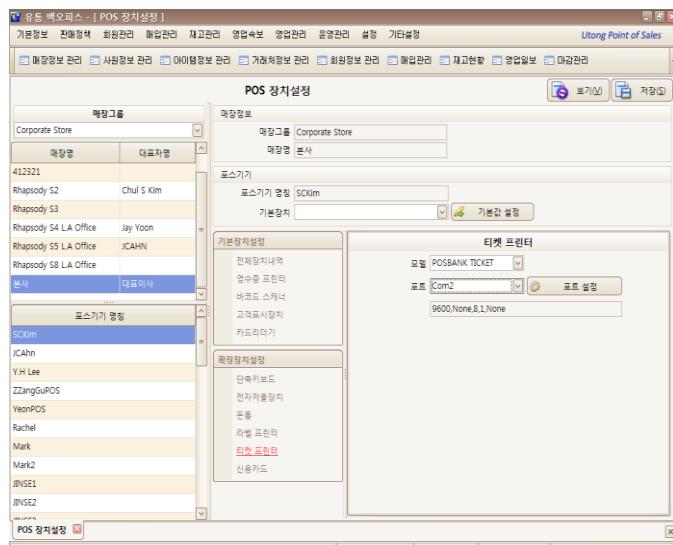
#### 4.1.9 Setup POS Device (Label printer)



Menu for setting up label printers.

1. Model : Select a label printer you will use.
2. Port : Setup connection information and port for POS.

#### 4.1.10 Setup POS Device (Ticket printer)



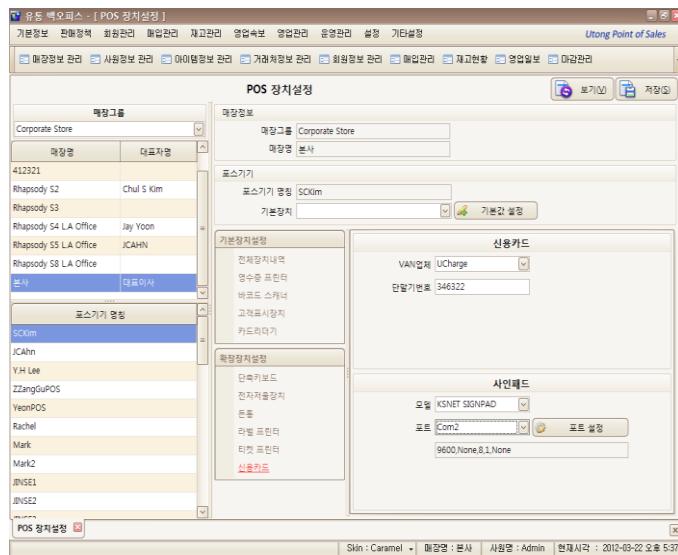
Menu for setting up ticket printers.

1. Model : Select a ticket printer you will use.
2. Port : Setup connection information and port for POS.

## Setup

### 4. POS Setup

#### 4.1.11 Setup POS Device (Credit card)

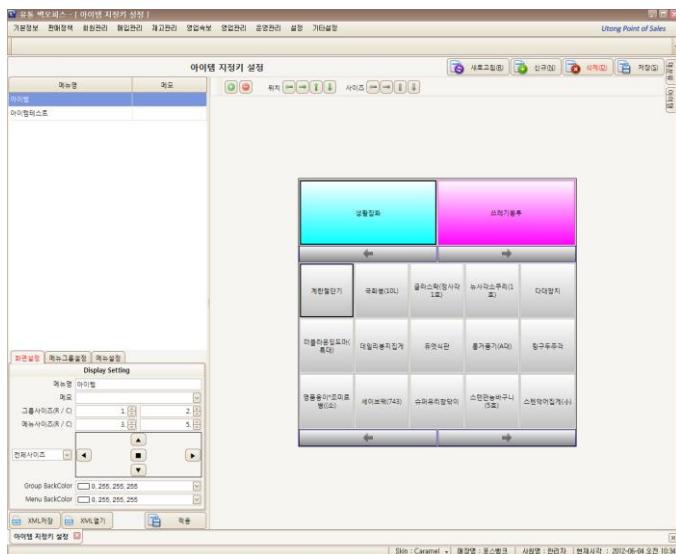


Menu for setting up credit cards.

Different setting will be used.  
POSBANK PAYMENT program will be used.

### 4. POS Setup

#### 4.2.1 Setup item keys(Screen Setup)



Menu for setting up screen setup.

You may setup menu group and item location on this menu.

1. Menu name: Enter the name of screen.
2. memo: Enter memo
3. Group size(R/C): You may increase or decrease the size of upper part of the menu screen.  
(Ex: Two rows are created on one line if 1 or 2.)
4. Menu size(R/C): You may increase or decrease the size of lower part of the menu screen.  
(Ex: Five rows are created on one line if 3 or 5.)
5. Size: Setup intervals on the right using an arrow.
6. Group BackColor: You may decide a background color for upper part of the menu screen.
7. Menu BackColor: You may decide a background color for lower part of the menu screen.

## Setup

### 4. POS Setup

#### 4.2.2 Setup item keys (Setup Menu group)



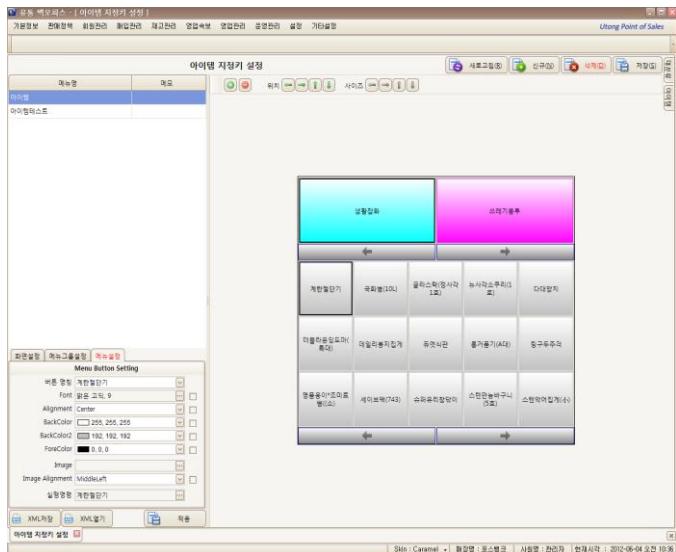
Menu for setting up menu group.

You may setup menu group on this menu.

1. Button name: Setup a name of menu group.
2. Font: Select a type of font.
3. Alignment: Option that you may move the location of different buttons.
4. Back Color: Option you may select the background color on menu group button.
5. BackColor2: Option you may select lower background on menu group button.
6. ForeColor: Option you may select the letter color on menu group button.
7. Image: Option you may insert an image on menu group button.
8. Image Alignment: Option you may move buttons.
9. Command: Option you may select category on menu group button.

### 4. POS Setup

#### 4.2.3 Setup item keys (Setup Menu)



Menu for setting up item keys.

You may manage options for group menu.

1. **Button name:** Select a name of button of item on the menu screen.
2. **Font:** Select a font on the menu button.
3. **Alignment:** An option you may move the location of menu buttons.
4. **BackColor:** An option you may select upper background of menu buttons.
5. **BackColor2:** An option you may select lower background of menu buttons.
6. **ForeColor:** An option you may select a letter color of menu buttons.
7. **Image:** An option you insert an image of menu buttons.
8. **Image Alignment:** An option you can move images of menu buttons.
9. **Command:** An option you may select items for menu buttons,

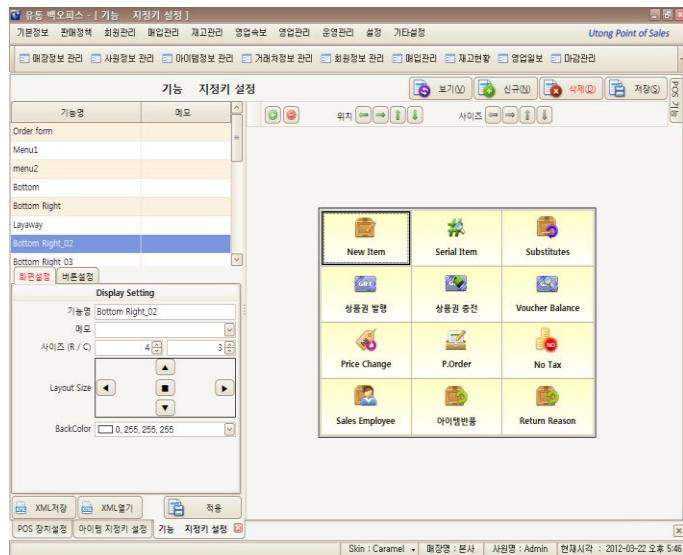
**Tip:** Always check and always save the details after you press [Apply] button.

**Tip2:** There are icons called [Main category] and [Item category] on the upper right corner on the item keys setup screen. If you need to setup men group, select a category and drag it to where you need to put.

You may find names of functions you entered in the past. If you select one of these, the function menu will be displayed on the right middle of the screen. If you need to setup a new function from the beginning, click [New] and setup.

### 4. POS Setup

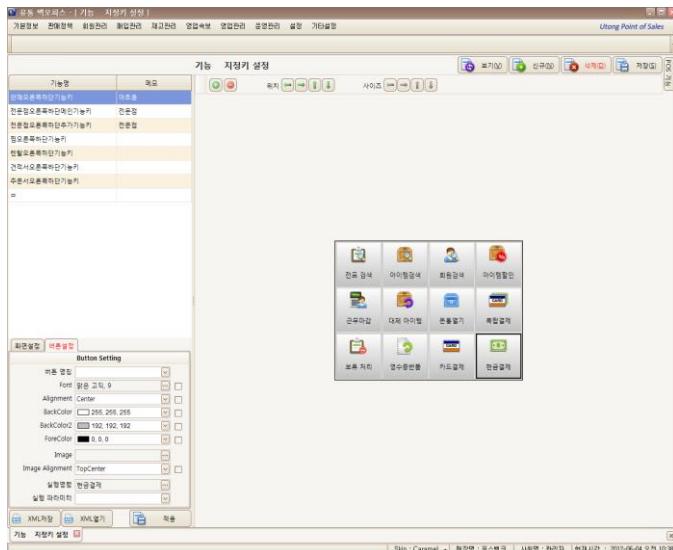
#### 4.3.1 Setup item keys (Setup screen)



Menu for setting up item keys.

## 4. POS Setup

### 4.3.2 Setup Function Buttons (Setup button)



Menu for setting up function buttons.

You may manage basic setting for function buttons.

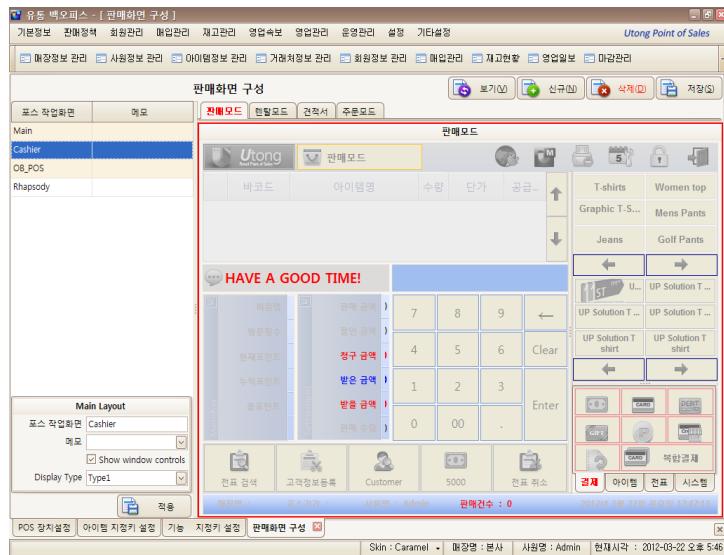
1. Button name: Setup a button name on the function menu screen.
2. Font: An option you may select a font for button on the function menu screen.
3. Alignment: An option you can move the location of the buttons. Left->Right, Up->Down
4. BackColor: You may select an upper background color of the buttons.
5. BackColor2: You may select a lower background color of the buttons.
6. ForeColor: You may select a letter color of a button.
7. Image: You may insert an image on a button.
8. Image Alignment: You may move location of inserted image on a button.
9. Command: Setup a real function of a button.
10. Executing parameter: You are able to setup according to certain key value.

Tip: There is a category icon called [POS function] on the right upper part, as you may see this on item keys setup menu.

## Setup

### 4. POS Setup

#### 4.4.1 Compose Sales Mode



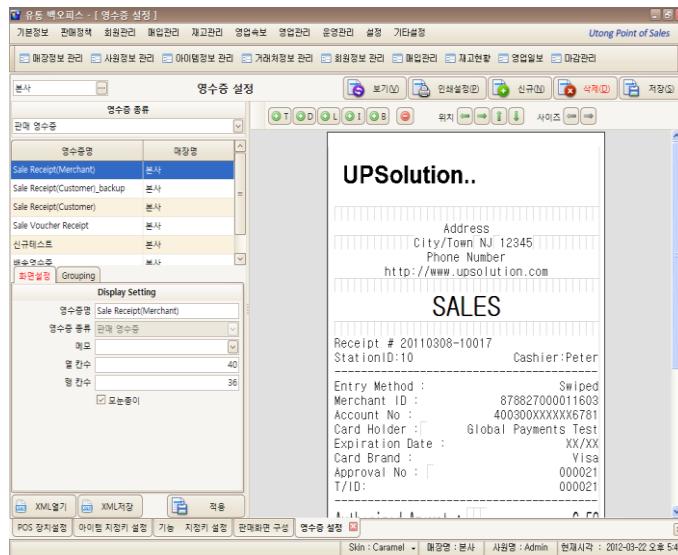
Menu for composing the sales mode.

You may manage screen mode for POS sales.

1. Main Layout
  - POS screen: Create a name on POS screen.
  - Dispaly Type: Setup the entire POS screen.
2. Setup and save Sales mode/LAYAWAY mode/rentalmode/Quote mode/order mode.
3. Saved layout will be used on POS program.

### 4. POS Setup

#### 4.5.1 Setup Receipt (Screen Setup)



Menu for setting up receipt.

You may setup a receipt format printed on POS.

User may create 12 different receipts and use for sales.

#### 1. Function button

- +T:Icon creating text label.
- +D:Icon creating data label.
- +L:Icon creating line label.
- +I:Icon creating image label.
- +B:Icon creating barcode label.

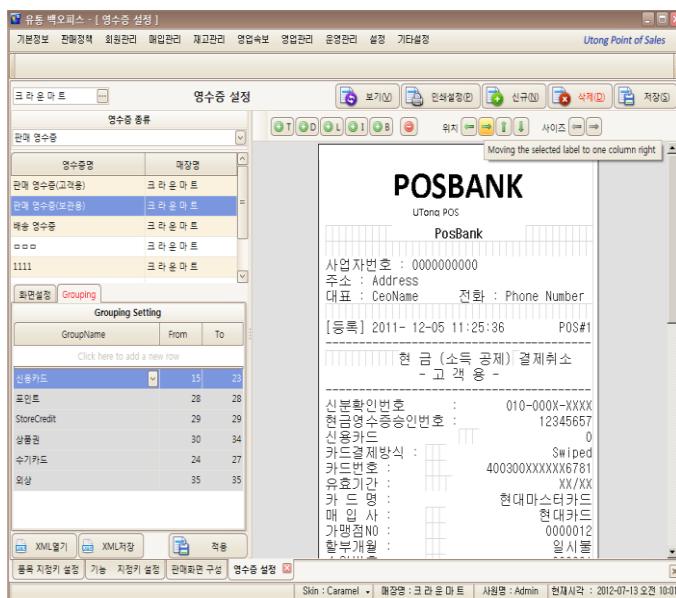
#### 2. Setup screen tab

- Receipt name: Enter a name of receipt.
- Type of receipt: Select a type of receipt.
- Number of columns: Designate the number of columns.
- Number of rows: Designate the number of rows.
- Graph paper: Select if you will use graph paper or not.

## Setup

### 4. POS Setup

#### 4.5.2 Grouping



Menu for configuring payment grouping.

#### 4.5.3 dataSetup



Menu for configuring data.

You may manage group on receipt line.  
Setup for printing certain information.

#### 1. New

:Setup new payment and line using  
Click here to add a new row, and apply  
by adding label and data on receipt  
format.

#### 2. Revise

:Select an existing group and apply  
after revising line number.

A tab that shows when you use +D icon  
on the upper side.

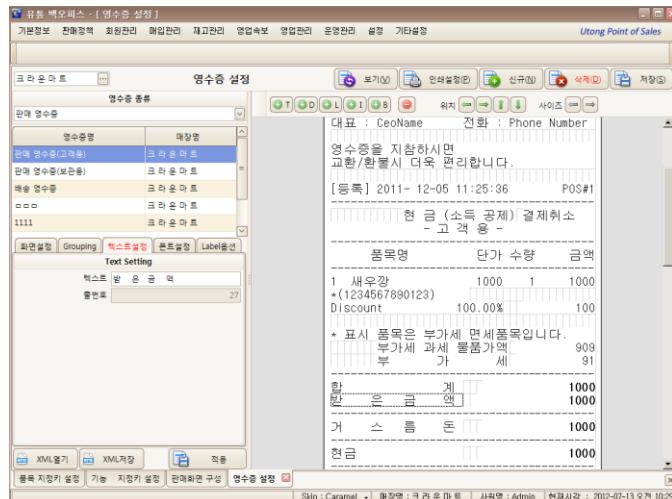
This menu may be used to print  
searched data or payment information  
on POS.

1. Data1: Setup a receipt location group
2. Data2: Setup the output value.
3. Front/Back letter: Setup letters that will be displayed in front and the back.
4. Text: Setup the number of printed letter of data.
5. Line number: Line location value that will be printed on receipt.

## Setup

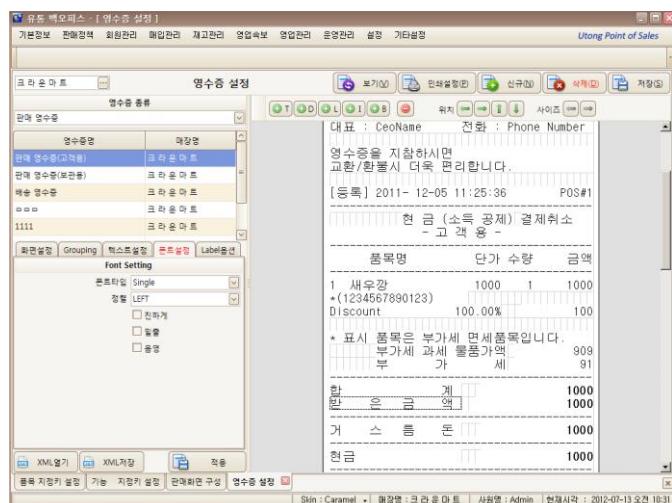
### 4. POS Setup

#### 4.5.4 Text Setup



Menu for configuring text.

#### 4.5.5 Setup Font



Menu for configuring font.

A tab that shows when you use +T icon on the upper side.

1. Text: Enter text you need.
2. Line number: Line location value that will be printed on receipt.

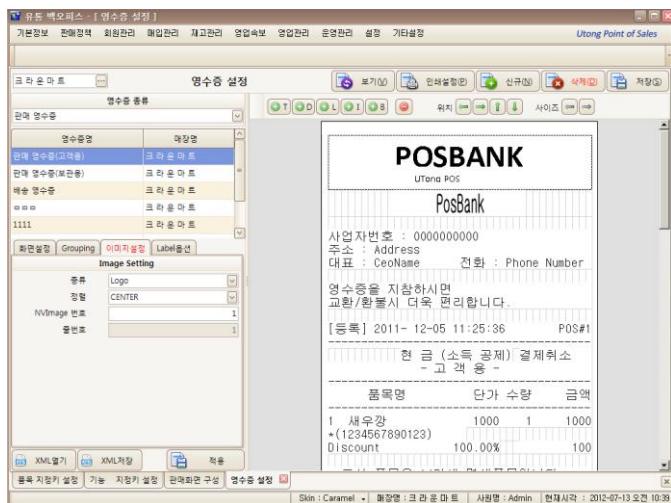
This menu manages font setup on receipt.

1. Font type: You may setup a type of font. The types are Single/DoubleWide/DoubleHigh/DoubleWideHigh
2. Sort: Option that you may move a letter from left to right, and upside down.
3. Bold/Underline/shadow

## Setup

### 4. POS Setup

#### 4.5.6 Setup Image



Menu for configuring print image.

#### 4.5.7 barcodeSetup



Menu for configuring barcode output.

This menu enables users to setup print image on receipt.

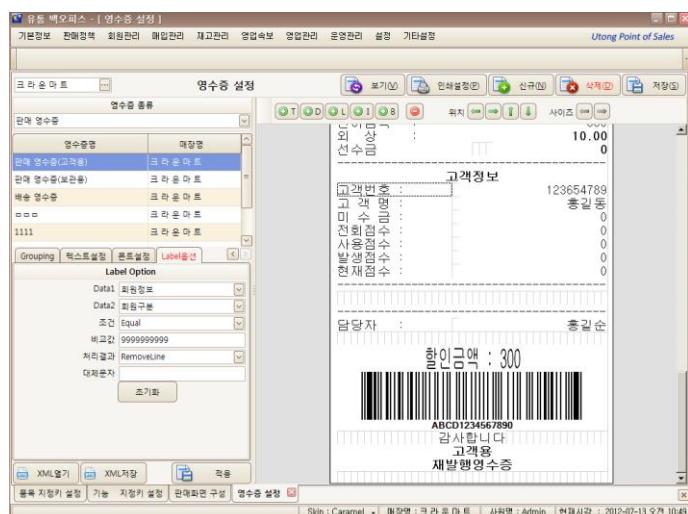
1. Type: You may select logo and signature.
2. Sort: An option that you may move image.
3. NVImage number: An option you may setup NVImage number.

This menu enables users to setup a barcode printed on receipt.

1. Designate barcode: This is an option to setup a barcode type.
2. Sort: This is an option for moving barcode location.
3. Code location: This is an option for selecting code location.
  - None: An option for not entering code.
  - Above: An option for entering code location on the upper side.
  - Below: An option for entering code location on the lower side

### 4. POS Setup

#### 4.5.8 Label Option



Menu for configuring labels.

This menu enables users to setup label options used on receipt.

1. Data1: Displaying main category of data.
2. Data2: Displaying data value.
3. Condition: Setup condition for comparing value.
4. Comparing value: Setup a value that will be compared to Data2.
5. Result of process: Setup if you output or not.
6. Alternative character: Characters that will be shown instead of Data2.

## Setup

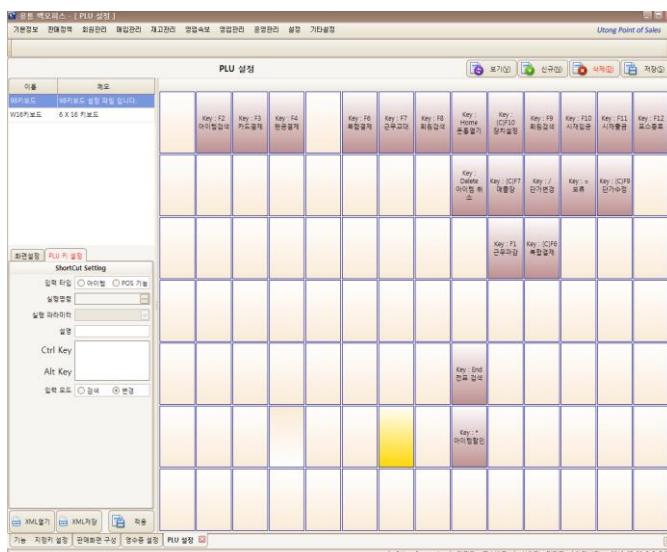
### 4. POS Setup

#### 4.6.1 PLU Setup (Screen Setup)



Menu for configuring PLU Key Setup.

#### 4.6.2 PLU Setup (PLU key Setup)



Menu for configuring PLU Key Setup.

This menu enables users to manage setup for PLU keys.  
Select 84, 98, 111 PLU Key and setup.

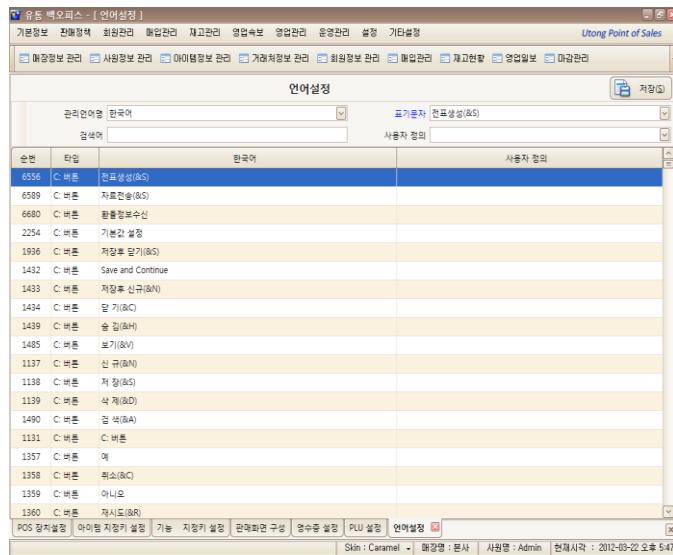
1. Name: Setup names that will be used for PLU keys.
2. Size: Setup number of rows on PLU keyboard.

This menu enables users to setup PLU key value.

1. Enter type: set up an item or a function.
2. Command name: If you select item on Enter type, it searches item and its functions.
3. Executing parameter: Create characters that will show on the screen.
4. Crlr Key/Alt Key: Designate value for PLU keys.
5. Enter mode :
  - Search: Search if keyboard shortcut is in use.
  - Change: It is able to change by keyboard shortcut.
6. XMLopen/save: Open and save using XML format.

### 5. Language

#### 5.1 Language



Menu for setting-up language.

This menu enables users to manage language used in system.

1. Manage language name: Setup a language in use.
2. Written character: Enter character that will display on the screen.
3. Search word: Search a wanted character or number on language setup screen.
4. Customization: Customize so that it's easy to understand.



## OTHER SETUP

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## Other Setup

### 1. Program

#### 1.1 Update status



Menu for searching program version or system status.

This menu enables users to search program version or system status.

1. Backoffice : Version Information.
2. DB Skima version : Version Information.
3. Search the POS version Information/DB SkimalInformation/Synchronization/ Date/MAC Information by POS terminal.

## Other Setup

### 2. Database

#### 2.1.1 Backup / Restore

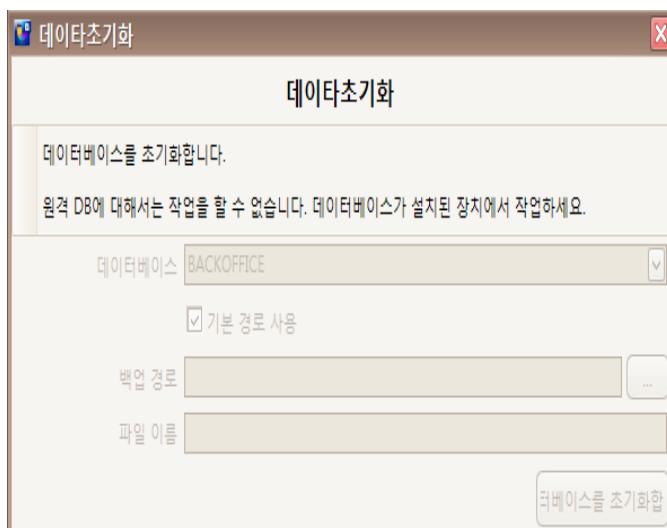


Menu for processing DB backup/restore.

This menu enables users to restore or back database.

1. Backup: Backup currently using DB in certain location.
2. Restore: Select DB that can backup and restore it to be used.

#### 2.1.2 Data Initialization



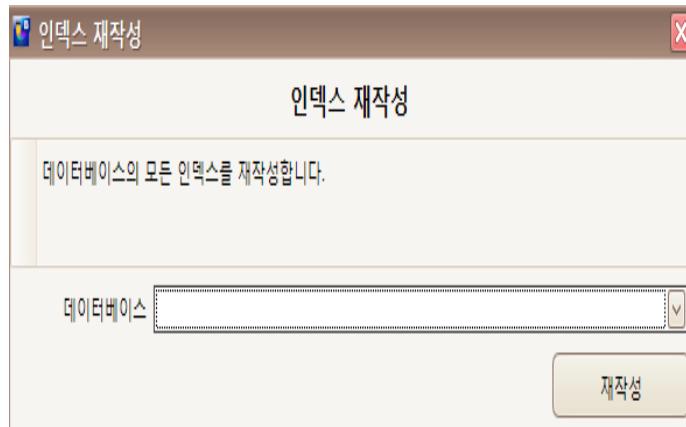
Menu for initializing DB setup.

This menu enables users to initialize database.

Select item/supplier/customer/employee/customer and all information will be initialized except the selected ones.

## 2. Database

### 2.1.3 Rewrite Index



This menu enables users to re-setup index for either Backoffice or POS Database.

Menu for setting up DB index Information.